

THE CASTLE PARTNERSHIP TRUST

Executive Headteacher: Sarah Watson



The Castle Partnership Trust
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THE CASTLE SCHOOL

Assistant Headteacher

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Headteacher:
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THE CASTLE SCHOOL

ASSISTANT HEADTEACHER

Accountable to: Headteacher

Grade: Leadership Scale L11 – L15

Disclosure: Enhanced DBS

Main Purpose of the Job

- Assist the Headteacher in leading and managing the school
- To lead agreed key areas
- Develop the positive ethos, values and practices of the school
- To ensure the smooth running of the school on a day to day basis.
- To lead through high challenge and high support of colleagues within the Department so that every child achieves, belongs and participates
- To be role model of an excellent classroom practitioner.
- Be a member of the School Leadership Team, regularly attending SLT meetings and provide updates on areas of responsibility
- Undertake such duties as are delegated by the Headteacher
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - leading and managing staff and resources to that end
 - monitoring progress towards their achievement.

Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Class teacher responsibilities

- Carry out those responsibilities defined by statute with specific reference to the Core Professional Standards, the conditions of Employment of Teachers in the DfE (DCSF) publication 'School Teachers Pay and Conditions,' in order to provide a full and rich learning experience and support for students.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers.
- To be responsible for teaching across both key stages.

The internal organisation, management and control of the school:

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- formulating the aims and objectives of the school and policies for their implementation
- keep up to date with major developments in secondary education and disseminate this knowledge to staff
- planning improvement which will translate school aims and policies into actions
- implementing the Local Authority's and Governing Body's policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs
- the efficient organisation, management and supervision of school routines
- reports for SLT, Governors and other stakeholders and attend meetings as required

Curriculum Development

- To contribute to:
 - The development, organisation and implementation of the school's curriculum
 - the development of literacy across the school, to ensure excellence in all aspects of literacy
 - school policies on curriculum, teaching and learning, assessment, recording and reporting
 - ensuring that the learning and teaching provided by different faculties and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals
 - ensuring that information on student progress is used to improve teaching and learning, to inform and motivate students, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school
 - Ensuring that the individual students's continuity of learning and effective progression of achievement are provided

Pupil Care

- To contribute to:
 - The development, organisation and implementation of the school's policy for the personal and social development of students including pastoral care and guidance
 - The effective induction of students
 - The determination of appropriate student groupings
 - The promotion among students of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
 - The development of culture of independent learning
 - The handling of individual student disciplinary cases.

The leadership of staff

- To be responsible for the line management and performance management of specific subject leaders.
- To participate in the recruitment and development of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To participate in arrangements for the appraisal of the performance of teachers.
- The provision of professional advice and support and the identification of training needs.

Relationships

- To be responsible for fostering positive relationships across the school community.
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.

Specific Responsibilities:

To be established following consultation with the successful candidate.

It is an important feature that the post holder should be a positive, professional role model. It is equally important that the Assistant Headteacher is able to identify his/her own personal and professional development needs and be able to set and achieve his/her own professional objectives within a supportive school environment.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title. It does not form part of a contract of employment.

Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that an Assistant Headteacher would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.