

# Glebe School

*An ambitious, inspirational trust, providing outstanding learning and support*

## JOB DESCRIPTION

### Assistant Headteacher

Outer London Leadership Scale 17-21, £77,773- £85,396

<b>Core Purpose</b>	<ul style="list-style-type: none"><li>• Support the leadership team in the strategic direction of the school</li><li>• Alongside the leadership team, responsibility for the safe day to day operational running of the school</li><li>• To ensure that the school complies with robust safeguarding procedures and principles, as detailed by local and national policy</li><li>• To ensure that pupil conduct, attitudes to learning and recognition and achievement is outstanding</li><li>• Take a lead role in the implementation of school policies and ensure they are adhered to</li><li>• Provide leadership and mentoring to staff to foster professional growth and effective teaching practices</li><li>• Lead initiatives to improve pupil achievement and overall school outcomes</li><li>• Support the development and review of the school's curriculum</li><li>• To promote best practices in teaching and learning across all subjects</li><li>• Ensure the effective monitoring and evaluation of pupil progress</li><li>• Lead on the innovation of teaching methods and educational technologies</li><li>• To ensure that the school's wider curriculum is regularly reviewed, implemented and changed when necessary</li><li>• Encouraging high standards of behaviour and discipline in the school</li><li>• To assist in creating a culture of reflection through pedagogical and leadership research that is shared and embedded across the school</li><li>• Assist in recruitment, induction and ongoing professional development of staff</li><li>• To be responsible for line-management and appraisal of staff</li><li>• Lead and facilitate meetings with staff, pupils, parents and trustees</li><li>• Support staff in delivering effective teaching strategies and resolving classroom challenges</li><li>• To work positively with families, carers and external agencies to address the needs of the pupils and to enhance their academic and social progress</li><li>• Support in the development and implementation of effective assessment strategies</li><li>• Contribute effectively to school self-evaluation and continuous improvement</li></ul>
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	<ul style="list-style-type: none"> <li>• Ensure the school meets its statutory requirements and is consistently striving to achieve the highest of educational standards</li> <li>• To be responsible for school quality assurance procedures and ensure that the school is always Ofsted ready</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A confident and articulate leader</li> <li>• Hard working, reflective and able to demonstrate resilience in the most testing of times</li> <li>• Understands how children learn best and never gives up on them</li> <li>• Flexible with a good sense of humour and an understanding of the bigger picture</li> <li>• Can effectively coach, mentor and work alongside others</li> <li>• Understands the communities that we serve and is resilient in the face of challenges that working in a fast-paced SEN school can bring</li> <li>• A thinker and innovator who can take risks and has the initiative to make a project their own</li> <li>• A strong communicator, who is able to listen effectively, problem solve and work for the benefit of the team</li> <li>• A leader with vision and with an innate understanding that school improvement has to be continuous</li> </ul>
<b>Other Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To teach outstanding lessons that are engaging for SEN pupils and lead to overall progress</li> <li>• Communicate the school's vision compellingly and support strategic leadership</li> <li>• Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils</li> <li>• Build positive relationships with all members of the school community, with a positive attitude towards them</li> <li>• Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally</li> <li>• Work with political and financial astuteness, translating policy into the school's context</li> <li>• Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes</li> <li>• Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education</li> <li>• Maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are maintained between staff and pupils</li> <li>• Ensure excellent teaching in the school, including through training and development for staff and by detailed feedback from lesson observations</li> <li>• Report to the trustees on key school performance indicators and to lead on committee as identified</li> </ul>

- Hold all staff to account for their professional conduct and practice
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Supporting the delivery of high quality and engaging training for all staff
- Ensure a reasonable life/work balance for teachers and other members of staff, with regards to work expectation
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity
- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Seek training and continuing professional development to meet own needs
- Undertake any other duties as reasonably requested by the Headteacher