



Crofton Academy

Post for Assistant Headteacher

Job Description

Salary Scale: L13 to L17

Professional Duties:

The schools teacher's pay and conditions document sets out the professional responsibilities of the Assistant Headteacher.

In addition, the Assistant Headteacher is also required to play a major role under the overall direction of the Headteacher in:

- Formulating the aims and objectives of the school
- Establishing the policies through which such aims and objectives shall be achieved
- Managing staff and resources to that end; and,
- To monitor progress towards their achievement

In addition;

- Undertake any professional duty of the headteacher reasonably delegated by the headteacher

Responsibilities of the Post

The Governors are seeking to employ a person with a skills and attributions set that has the potential to develop into Deputy Headteacher and beyond.

We are looking for a colleague who can contribute to ensuring outstanding standards in all areas of school life and can form high quality relationships for learning with all staff and students.

Whilst this could form the job description of the new Assistant Headteacher, the Governors want to be flexible and focus on the personal skills and attributes rather, than just experience in a limited field.

We are looking to appoint an Assistant Headteacher who will:

- Be an outstanding Teacher
- Have a good understanding of outstanding and innovative practise in Teaching and Learning.
- Ensure consistent delivery of good achievement and progress for all students.
- Have a good understanding of how data supports and enhances student progress and achievement.
- Be a positive team player with a strong commitment to professional development.
- Have potential for promotion to Deputy Headship and beyond.

Overall, to assist the Headteacher in providing dynamic and professional leadership.

In Terms of Educational Leadership the Assistant Headteacher will:

- Work with the Headteacher and Leadership Team on the strategic direction and development of the Academy in order to maintain it's 'outstanding' rating
- Promote and contribute to the inclusion culture of Crofton Academy
- Lead by example in the development of outstanding teaching and learning
- Model strong leadership qualities across the spectrum of responsibilities
- Work with the Leadership Team to maintain and improve attainment for all
- Effectively deploy staff and resources
- Support proper accountability process throughout the school
- Actively seek to extend opportunities to develop partnerships between the school and parents, the school and wider agencies/communities to the betterment of the Academy

Personal Attributes

- Have a successful track record of whole school responsibility, demonstrating exceptional leadership qualities
- Be energetic, creative, resilient and able to embrace the challenges this exciting post offers
- Have excellent communication skills and demonstrate openness and honesty
- Be an excellent team player and able to work in collaboration
- Lead by example