

***We are committed to the protection and safety of our students
and expect all staff to share this commitment.***

JOB DESCRIPTION: Senior Leadership Team

Post Title	Assistant Headteacher
Name of staff member	
Purpose	To contribute to the strategic leadership of the school
Reporting to	Headteacher
Individual Responsibilities	<ol style="list-style-type: none"> 1. To ensure high quality teaching and learning practices are used throughout the school and that these are regularly reviewed in order that they embrace best practices and current developments from the national agendas and contribute to ensuring excellent outcomes for all pupils 2. To provide a role model for outstanding teaching and learning for other colleagues and to lead others in the development of new pedagogies. 3. To lead the monitoring of the quality of teaching and learning. 4. To provide regular, accurate reports on the quality of teaching and learning to the headteacher, other members of the senior leadership team and governors, as required. 5. To ensure that a coherent plan for professional learning is developed and implemented for all staff and that this is consistent with the outcomes of monitoring and evaluation activities and staff appraisals. 6. To contribute to the provision of training, as required, within the school and for the teaching school alliance. 7. To manage the school diary and oversee the provision of lesson cover for absent colleagues. 8. To ensure that Newly Qualified Teachers and trainee teachers are effectively supported through their induction and training, as professional tutor and lead the induction of all new staff
Line management responsibilities	<p>To line manage the school librarian To lead heads of faculty in their whole school responsibilities for literacy numeracy and cross-curricular ICT. Oversight of the cover manager</p>
Policies	<p>To be responsible for the following policies:</p> <ul style="list-style-type: none"> • Teaching and learning • Homework • Feedback and marking

<p>Leadership Group Responsibilities</p>	<ol style="list-style-type: none"> 1. To contribute to strategic leadership for the overall direction of the school, including the formulation of school's aims and objectives 2. To lead by example in all aspects of the school's work and in implementation of school policies. 3. To maintain a high visibility around the school to support the effective implementation of school policies and provide support for staff, as necessary. 4. To contribute to the school's self-evaluation process 5. To develop and implement appropriate improvement plans 6. To contribute to maintaining good discipline and student support throughout the school 7. To line manage middle leaders and support staff, as required 8. To promote equal opportunities 9. To promote links with the community 10. To conduct assemblies 11. To respond to "on-call" requests from teachers 12. To attend meetings of the Full Governing Body and the relevant committee meetings and provide appropriate reports, as required.
<p>Responsibilities as a classroom teacher (relates to students taught)</p>	<p>To adhere to the teacher standards by:</p> <ol style="list-style-type: none"> i. Preparing and delivering lessons which follow faculty schemes of learning and meet the needs of individual students i. Assessing, monitoring and reporting students' progress according to faculty and school policy ii. Recording and using data on students' prior and ongoing performance/learning characteristics to inform effective target setting and lesson planning and to enable students to fulfil their potential iii. Contributing to all developmental and organisational priorities within the faculty development plan iv. Sharing and supporting the whole school responsibilities for providing opportunities for the personal and social development of students v. Following all school and faculty policies and procedures vi. Ensuring team leader is kept informed of issues which could lead to student under-performance vii. Ensuring learning support staff are able to effectively fulfil their role in supporting the learning of students.
<p>Responsibilities as a member of staff</p>	<ol style="list-style-type: none"> 1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise 3. To ensure an appropriate individual response to whole school priorities

	<ol style="list-style-type: none"> 4. To support the personal and social development of students within the school 5. To engage actively in the Performance Management Review Process 6. To implement all school policies 7. To attend all directed time meetings 8. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.
<p>Personal Qualities: the postholder is expected to be:</p>	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Prepared to teach across the age and ability range 4. Committed to team work within all aspects of the school 5. Proactive in terms of furthering their professional knowledge and skills 6. Punctual for all commitments 7. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.

Job description agreed (signed)

.....Staff member

.....Headteacher

.....Date