

## **GUERNSEY FEDERATION OF SECONDARY SCHOOLS**

### **ASSISTANT HEADTEACHER**

### **LEADERSHIP SPINE L11 – L14**

### **JOB DESCRIPTION**

#### **AIMS AND PURPOSE OF THE JOB:**

- To work collaboratively and be an active member of the Senior Leadership Team, taking responsibility for, in conjunction with the Headteacher, the implementation of aspects of the vision, ethos, aims, and policies of the Federation and school.
- To undertake in their absence the duties of the Headteacher and/or Deputy Headteacher.
- To lead by example to create an inspiring, motivational, professional work environment consistent with the Federation's and school's values and aspirations.
- To demonstrate high expectations which enthuse and challenge colleagues to deliver excellent teaching within a positive climate, through empowerment by distribution of leadership.
- To model, exemplify, demonstrate and coach best practice so that colleagues can make progress in their work.
- To drive the self-evaluation of the school and play a significant role in the school development planning process which is rooted in student progress.
- To develop effective relationships and communications which underpin a professional learning community that enables everyone in school to achieve.
- To lead and actively take part in Federation and school initiatives to the benefit of learners, schools and the wider community.
- To undertake any professional duty which may be delegated by the Headteacher.

#### **TEACHING AND LEARNING:**

- To lead by example and monitor and evaluate outcomes in order to achieve high standards of learner progress and attainment, behaviour and motivation.

- To lead and be responsible for aspects of learning and specific designated areas within the Federation or school.
- To produce creative, responsive and effective approaches to teaching and learning.
- To ensure that learners develop life skills in line with the Bailiwick of Guernsey curriculum statement and achieve personal development outcomes in order to learn effectively and with increasing independence and confidence.
- To develop a team culture which promotes collaboration, sharing of professional values, knowledge and understanding, celebration of achievements and a team responsibility for outcomes.
- To balance the setting of high expectations and appropriate challenge with positive feedback ensuring that colleagues are praised. Leaders should challenge and support performance of colleagues in consultation with the Headteacher.

### **PROFESSIONAL DEVELOPMENT:**

- To be a reflective practitioner, evaluating and improving own practice in order to take teaching and learning forward.
- To participate in the Performance Management process.
- To lead and coach staff in professional development activities and evaluate the outcomes.
- To contribute to the development of the Federation of Secondary Schools by sharing professional learning.
- Learning, expertise and skills with others, and participating in collaborative learning opportunities.
- To provide, when appropriate, mentoring, induction and support to staff new to the school, newly qualified teachers and student teachers.
- To be well informed of both local and national developments and participate in cross phase working throughout the Bailiwick.

### **HEALTH AND SAFETY:**

- To comply with procedures on all matters concerning child protection, health, safety and welfare, confidentiality and data protection in accordance with the Education Services policies and procedures, and to report all concerns to an appropriate person.
- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- To commit to uphold the States of Guernsey's environmental policies and aspirations for sustainable learning provision.

## **KEY AREAS OF RESPONSIBILITY:**

The role of the post holder will evolve and change to meet the needs of the School. We welcome applications from candidates whose strengths and aptitudes may lie in a range of areas both pastoral and academic.

## **LEADERSHIP AND MANAGEMENT:**

- To develop, model, lead, implement, monitor and evaluate specific strategies and initiatives that result in school improvement.
- To line manage and hold to account middle leaders in accordance with the Education Services Performance Management policy and engage, support and advise individual teachers in conjunction with the Headteacher.
- To analyse and make judgements through lesson observation and shared good practice about the extent to which colleagues respond to the needs of all students and their outcomes, and achieve consistently excellent teaching and learning.
- To be responsible for the analysis of key school performance indicators to drive school improvement.
- To scaffold and lead strategies to promote and model high standards of behaviour and pastoral care within the School.
- To assist with the appointment of staff.

## **RESPONSIBLE TO:**

The Headteacher.

## **ACCOUNTABLE FOR:**

- The modelling and leadership of creative, innovative and inspiring teaching and learning.
- The monitoring of learner progress and attainment for whom you have responsibility.
- Improving and extending professional effectiveness in partnership with the Federation.
- Delegated budget management and deployment of resources.

The job description is subject to the general conditions of service for a teacher as set out in the Education Services Terms and Conditions for Teachers in Guernsey.

The above duties are not exhaustive but the job description is current at the date shown, and is a guide to the work the post holder will be required to undertake. This job description will be kept under review and may be subsequently amended or modified in discussion with the post holder to meet changing circumstances.

The States of Guernsey is committed to safeguarding and promoting the welfare of young people and expects all employees and unsupervised volunteers to share this commitment.

The post holder is therefore required to hold an Enhanced and Barred DBS Certificate and be registered with its Status Update Service.

## **KEY CRITERIA:**

### **ESSENTIAL**

1. An experienced, outstanding and inspirational classroom teacher with a proven record of securing excellent student progress.
2. Proven skills in leadership and management at middle management or senior level.
3. Ability to develop and implement strategies for raising standards which have impacted on school outcomes.
4. Ability to challenge and address underperformance.
5. Experience of analyses and evaluation of data and the implementation of solutions to inform decisions that enhance teaching and learning.
6. Ability to work with all staff as a team member and demonstrate excellent communication skills to a wide range of people.
7. Experience, understanding and skills relevant to the specific responsibilities of the post.

### **DESIRABLE**

8. Able to demonstrate successful development and management of whole school initiatives.
9. Evidence of further academic/ professional study.
10. Current driving licence and own transport.