



## Assistant Headteacher (Inclusion & Co-Curricular) - Maternity Cover Job Description & Personal Specification

**Role :** Assistant Headteacher (Inclusion & Co-Curricular)- Maternity Cover  
**Salary:** L14 - L18 (Outer London)  
**Contract:** Temporary Role/Maternity Cover (Jan 23 - Aug 23, with possible extension)  
**Responsible to :** Deputy Headteacher (Curriculum Impact & Personal Development)  
**Responsible for :** SENDCO, Head of EAL, More Able Co, & 1 HoY

**Application Deadline :** 6/10/22 at 9 AM

**Interviews:** 11/10/22

The purpose of this job description is to outline the generic professional responsibilities associated with being an Assistant Headteacher at Harrow High School. Securing the right person with the drive, ambition, innovation, motivation and leadership expertise is our paramount objective.

In addition to the generic duties described below, the post holder will lead our Inclusion Provision and Co-Curricular programme across the school. This JD should be read alongside our SLT Structure 22-23, which outlines core accountabilities for this role.

### **Purpose of Role**

To support the Headteacher in securing the continued improvement and success of the school towards consistent excellence for all in line with the objectives as set out in the School Improvement Plan

To take a key role in driving forward key area(s) of the school's provision as identified in the SLT roles overview such that they become excellent

To act of a role model to all staff and learners in good leadership and collaborative working

### **Excellent Learning & Progress**

*Challenge and engagement, meeting and exceeding targets*

Undertake rigorous self-evaluation and improvement planning to drive excellence across all areas of responsibility

Lead, innovate and inspire others to create, implement and deliver excellent schemes of learning which provide a consistently high level of challenge for all learners in every lesson

Develop and maintain an excellent level of oversight and understanding about the performance of others within curriculum teams led by the postholder such that implementation of curriculum planning is excellent



Motivate and work with others to create a shared, high-expectation culture and positive climate, where colleagues are prepared to be innovative and creative in their teaching

To lead through others through robust and focused line management to promote higher rates of achievement within faculties and/or year groups

Be excellent in the use and analysis of data and have the ability to lead on CPD with staff and Governors

Ensure a consistent and relentless school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning leading to excellent impact

Ensure that inclusive learning strategies and scaffolding are fully implemented across faculties line managed by the postholder leading to excellent learning for learners with SEN, EAL and whom are disadvantaged

To monitor standards of teaching and learning

Challenge underperformance at all levels and ensures effective corrective action and follow-up

Identify areas of underperformance and/or further development and ensure that colleagues are supported and challenged appropriately

Develop policies, both individually and collectively to ensure the school is constantly improving its work towards excellence for all

### **Excellent Aspirations**

*Quality progression, passion for learning*

Actively promote the ethos of challenge for all in every lesson, scheme of learning and interaction across the school

Act as a role model to promote the school's ethos and vision both within school and to our wider community

Be an outstanding practitioner and role model for teaching and learning, displaying a deep understanding of how young people learn

Lead, develop and enhance the teaching practice of others with a focus on effective scaffolding

Ensure that learning is at the centre of strategic planning and resource management, including the use of pupil premium

Wholly embrace the personal development agenda and ensure the drive to raise aspirations is at the core of everything we do

Develop and maintain a culture of high expectations for self and for others

Regularly review own practice, set personal targets and take responsibility for own personal development

Take a lead role with other senior leaders across the school for ensuring that staff CPD needs are both identified and supported

Coach and support the development of leadership and management skills in others

### **Excellent Behaviour, Safety and Care for each other**

*Respectful challenge, showing empathy*

To openly and proactively uphold the highest expectations of behaviour in staff and learners to promote an excellent climate for learning

Implement strategies which ensure the highest standards of behaviour and attendance for all groups of students both inside and outside the classroom

Rigorously and with purpose uphold the school's behavior policies and the spirit of these policies, reflecting the collective commitment to the highest standards of behaviour

Monitor, evaluate and review classroom practice and promote improvement strategies to ensure all groups of students achieve

Ensure that appropriate provision for students, relative to their need, is effectively delivered

Maintain and develop the highest quality systems to ensure that all events, activities and day to day management run smoothly and efficiently

Ensure that operational systems relating to teaching and learning, health and safety, student welfare and safeguarding are implemented and working effectively

Deputise for other members of the senior leadership team and assist other members of the school's leadership groups as appropriate

Undertake specific, significant roles in the leadership and management of the school



## **Excellent Communication**

*Understanding each other, clarity of purpose*

Work within the leadership team to develop our educational vision and strategic direction and ensure this vision is clearly articulated, shared, understood and acted upon effectively by all

Communicate well with all stakeholders to secure the success of new initiatives

Contribute to the whole school review, monitoring and evaluation cycle including lesson observations, learning walks, data analysis and review meetings

Create and maintain an effective partnership and good communication with parents and carers to support and improve students' achievement and personal development

Raise the profile of the specific area of responsibility through clear briefings, reports and communication to staff to promote confidence in your work and that of the senior team

Engage parents in their children's education, particularly hard to reach families and those with access needs

Consistently use the language of inclusion to support and maintain a culture in which prejudice and discrimination is consistently and visibly challenged

Hold others to account and challenge unprofessional behaviour with clarity of purpose and expectation to achieve desired improvement

Ensure learning experiences for learners are linked to and integrated with the wider community

Support the events and activities which involve learners' families and communities beyond the school day

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>● Qualified teacher status</li> <li>● Degree</li> <li>● Professional development in preparation for a leadership role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Leadership and management experience in a school</li> <li>● Teaching experience</li> <li>● Involvement in school self-evaluation and development planning</li> <li>● Demonstrable experience of successful line management and staff development</li> <li>● Responsibility for whole-school, key stage, year group, or subject leadership.</li> <li>● Developing and delivering staff</li> <li>● Implementing strategies to improve attainment</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>● Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>● Understanding of school financial and HR processes</li> <li>● Effective communication and interpersonal skills</li> <li>● Ability to communicate a vision and inspire others</li> <li>● Ability to build effective working relationships</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● High expectations for all pupils and belief in bringing out the best in all</li> <li>● Commitment to upholding and promoting the ethos and values of the school</li> <li>● Commitment always to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li> <li>● Ability to work under pressure and prioritise effectively</li> <li>● Commitment to maintaining confidentiality at all times</li> <li>● Commitment to equality</li> </ul>