



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Job Specification

POST:	Assistant Headteacher (Standards: Behaviour and Attendance)
POST HOLDER:	To be appointed...
RESPONSIBLE TO:	The Deputy Headteacher (Quality of Education)
SALARY:	L14 – L18 (£61,042 - £67,350)
TIME ALLOWANCE:	32 periods per fortnight (out of 50 ppf) or 16 ppf of timetabled lessons plus 2 ppf of PSHCE (e.g. assemblies)

JOB PURPOSE:

- Play a major role under the overall direction of the Headteacher
- Plan strategically for an inclusive and strong behaviour for learning culture (habits)
- Staff Development:
 - Lead the whole school behaviour for learning and attendance strategies
 - Support an inclusive and forward-looking staff development programme that supports improved outcomes and progress for all our students
- Innovation in school culture, climate and attitudes to learning
- Performance Reviews, school improvement and self-evaluation
- To be responsible for the efficient and effective day-to-day running of the School
- To support the work of the Headteacher and Governors

OVERVIEW: This is a new key strategic and leadership role within a team that has a shared vision and purpose. Of course, you will take specific responsibility for some management tasks (CORE). But all members of the Senior Leadership Team share a portfolio of common tasks (GENERIC). There are some tasks that do not fit naturally into the Core roles and these will be allocated by negotiation (ADDITIONAL).

This is the way in which the team will be established and will work for the first two years. We expect there will be flexibility to rotate roles or significantly change them to meet the needs of the School, ensure a healthy mix of experience and new ideas and to create opportunities for professional development.

CORE ROLE: We have decided that the core role of our new AHT should be to lead:

Learning and Teaching – Lead PSHCE across the school and enhance the school's culture and climate for learning especially our disadvantaged and most vulnerable students. Make a significant contribution to raising achievement for all students in the School, as measured in value added (VA) terms (e.g. P8 / L3VA).

School Improvement through Self Evaluation – Strategic planning within SLT. To assist the Deputy Headteacher (PD+C) with School Self Evaluation (SEF). Oversight for behaviour and attendance including leading the school's new management information system (Arbor*).

Student Support, Care and Guidance – As an Assistant Headteacher (DDSL) you will support the DSL ensuring students' welfare is supported and link with other agencies whenever possible or practical. Work with all staff to ensure that high expectations of behaviour and achievement are set for students.



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GENERIC ROLE: In common with all members of the Senior Leadership Team (SLT), the Assistant Headteacher will be expected to teach and monitor and support the work of named/linked Year Team/s and Subject Areas, to undertake performance reviews of up to five leaders/teachers and to sit on one of the Governing Body Committees. The teaching subject is not critical to the appointment, but the quality is! The quantity will be about 16 hours per fortnight (circa 33%). We will share out the Subject Areas for the purpose of monitoring and support once the new Leadership Team has been established. The performance reviews are likely to be with key Middle Leaders. All members of the SLT share the responsibility for the daily administration and good management of the School ranging from staff duties/patrols to line management of Year Teams and dealing with significant pastoral issues. The Governor Committee will most likely be Student Progress and Achievement (SPA) Committee.

ADDITIONAL ROLE: The new Assistant Headteacher will also be expected to take responsibility for one or more additional functions. Declared experience, expertise or enthusiasm for any of the following would be a great strength: See SLT Draft Structure 2023/24 for scope of additional responsibilities within the team. Subject and Pastoral oversight/responsibilities will be confirmed once the SLT is reformed.

GENERAL TEACHING: To undertake all responsibilities listed in paragraphs 50.0 to 52.1 in the Conditions of Employment in the School Teachers Pay and Conditions Document 2019.

*Arbor - We do not expect the candidate to be an expert in this named MIS. Full training and support for Arbor will be provided. It's a very intuitive system for users and has massive potential that we've yet to tap into fully.

If you any questions or seek further clarity, please contact me dcurry@heber.org.uk

Mr D A Curry
Headteacher