



Believe Achieve Succeed

SCHOOL: THAMESVIEW SCHOOL
JOB TITLE: ASSISTANT HEADTEACHER
SCALE: Leadership 11-15

Purpose:

To assist the Headteacher in the internal organisation, development and management of the School. To work as part of the Senior Leadership Team in raising educational standards. To fulfil the functions outlined below (and those delegated from time to time) in order that the school provides a high standard of education and care for all students and staff.

Responsibilities/Accountabilities include:

1. To support and promote the values and ethos of Thamesview School
2. To commit to raising the aspirations of students and staff in pursuing a high quality educational experience at all times
3. To support all staff in providing a high quality education for all students
4. To employ quality assurance systems to ensure all school policies are followed by all staff and students
5. Produce reports on key areas of responsibility as required
6. Liaise with Governors through Governors' Monitoring Visits and occasionally attend Governor Meetings
7. Be responsible for implementing, monitoring and evaluating strands within the School Improvement Plan
8. Monitor, interpret and act upon data analysis to raise standards and the performance of every group/individual student with specified areas of influence (e.g.: Departments, Community)
9. Coach and mentor staff in order to develop their pedagogical skills and knowledge
10. Monitor attendance, behaviour and punctuality in the Community cohort
11. Take positive action to address the underperformance of staff
12. Line management of specified staff, including responsibility for the Appraisal of specified staff
13. To assist and advise the Headteacher on the appointment of staff
14. Responsibility for ensuring relevant SEF sections are kept updated as per the annual schedule
15. Following and committing to Thamesview's safeguarding ethos and policies promoting the welfare of all students and staff

Key Competencies

- To ensure that all teachers fulfill the Teacher Standards
- To ensure that multi-disciplined staff are coordinated and likely to meet Appraisal objectives
- To take the initiative in decision making and direct the activities of staff
- To ensure that gathered information is accurate, relevant, and sufficient to support decision making
- To be able to produce positive outcomes by influencing others

- Is able to identify the most important issue in a complex situation
- Pays attention to detail
- Challenges current working practice in order to identify opportunities for improvement
- Encourages others to get involved in new practice and experiences, by being a model of innovative practice
- Can provide others with regular constructive feedback designed to improve their future performance
- The ability to build team spirit in order to achieve shared goals
- To be able to challenge others in the students' best interests
- To be able to actively manage emotions and energy
- Is able to manage their own time schedule, workload, personal interests and can effectively delegate

The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

Additional Duties:

The conditions of Employment for School Teachers specify the general professional duties of teachers.

Notes:

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must have regard to the Teachers' conditions of Employment.
2. This job description is not necessarily a comprehensive description of the post. It may be reviewed once a year and it may be subject to modification or amendment at any time after consultation with the post-holder in order to ensure the smooth running of the school.