

**MATRIX ACADEMY TRUST**  
**Job Description – Assistant Headteacher (Secondary)**

Based at:	
Salary:	Leadership Scale L11-L16
Reports to:	Headteacher
Liaising with:	Leadership Team, Directors of Learning
Core Purpose	<ul style="list-style-type: none"> <li>• The Assistant Headteacher will hold formal leadership responsibility for one or more key areas of whole school improvement.</li> <li>• A successful teacher with current responsibility as a pastoral or faculty leader or a Lead Practitioner who will develop high achieving teams and managers for the future needs of the school and its learners.</li> <li>• Influence and facilitate school strategy through their line management of teams, in their own areas of responsibility and in their day to day execution of the role.</li> <li>• They will have the ability to think and do it, not just talk it.</li> </ul>
Key Responsibilities (As Directed by Headteacher)	<ul style="list-style-type: none"> <li>• You will also be required to undertake a range of operational and strategic responsibilities</li> <li>• Actual and specific responsibilities will be negotiated and agreed following appointment in order to take account of an individual’s expertise, experience and interest. (And the needs of the school).</li> </ul>
Shaping The Future	<ul style="list-style-type: none"> <li>• Support the Headteacher in establishing a vision for the future development of the Multi Academy Trust</li> <li>• Contribute to and communicate the school’s shared vision</li> <li>• Contribute to the identification of key areas of strength in the school as well as those to develop</li> <li>• Set an excellent example for other colleagues, working to a high standard in implementing policies, priorities and expectations</li> <li>• Promote a culture of team work in which the views of all members of the school community are valued and taken into account</li> <li>• Support an ethos which aims for 100% success with “no child left behind”</li> </ul>
Leading Achievement	The Assistant Headteacher will be an outstanding practitioner who will:

<p>Developing Self and Others</p>	<ul style="list-style-type: none"> <li>• Share responsibility for the analysis of the school's performance and progress data, to ensure that improvements and interventions are appropriate</li> <li>• Provide support for staff in improving their classroom practice</li> <li>• Promote the active involvement of pupils in their own learning</li> <li>• Ensure that all achievement targets are appropriate and aspirational</li> <li>• Lead and support strategies to promote the very highest standards of behaviour</li> <li>• Contribute to the development of a broad, rich, exciting and challenging curriculum that is aspirational and meets the needs of pupils across the school</li> <li>• Promote the use of modern technologies to enhance and extend pupils' learning</li> <li>• Monitor and evaluate classroom practice</li> <li>• Challenge underperformance at all levels, securing corrective action, follow up and support</li> <li>• Be able to provide ideas and strategy for developing Most Able pupils</li> </ul> <p>The Assistant Headteacher will be reflective, collaborative and:</p> <ul style="list-style-type: none"> <li>• Be a role model for the whole school community, setting high professional standards in all aspects of the role</li> <li>• Treat people fairly, equitably and with dignity and respect</li> <li>• Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals</li> <li>• Manage own workload and that of others to allow for an appropriate work /life balance</li> <li>• Will set personal targets and take responsibility for their own personal development</li> <li>• Set high expectations of your own performance and that of others</li> <li>• Acknowledge the responsibilities and celebrate the achievements of individuals and teams.</li> <li>• Engage in relevant professional development as appropriate</li> </ul>
<p>Managing</p>	<p>The Assistant Headteacher will be an excellent manager who will:</p>

<p>Securing Accountability</p>	<ul style="list-style-type: none"> <li>• Produce and implement clear evidence-based improvement plans and policies to develop the school</li> <li>• Liaise with the Governing Body as appropriate</li> <li>• Take responsibility for the appraisal of identified staff Ensure resources are used effectively and efficiently so that the school demonstrates value for money</li> </ul> <p>The Assistant Headteacher will:</p> <ul style="list-style-type: none"> <li>• Ensure that staff are appropriately held to account and that pupil progress is not hampered by inadequate provision</li> <li>• Present a coherent and accurate account of performance to a range of stakeholders</li> <li>• Ensure monitoring systems are followed</li> <li>• Support staff in understanding their own accountability</li> <li>• Develop a shared ethos around corporate responsibility for outcomes</li> </ul>
<p>Strengthening Community</p>	<p>The Assistant Headteacher will appreciate the value of a strong community and be able to:</p> <ul style="list-style-type: none"> <li>• Promote equal opportunities and challenge all forms of prejudice</li> <li>• Develop and sustain effective partnerships with parents / carers</li> <li>• Embrace and celebrate diversity in all forms through a variety of curricular and learning opportunities</li> <li>• Liaise with other agencies where appropriate</li> <li>• Ensure that communication between school and home is effective</li> </ul>
<p>Safeguarding</p>	<p>The Assistant Headteacher will be fully committed to the safeguarding and promoting of the welfare of children, young people and vulnerable adults in every regard.</p>
<p>Additional Duties:</p>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example</li> <li>• Any other duties as directed by the Headteacher</li> </ul>

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**Assistant Headteacher Person Specification**

<b>Qualities and Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Qualified Teacher Status	X	
Degree	X	
Teaches high quality lessons	X	
Has undertaken CPD in Management/Leadership		X
Achieves good results for pupils at public examination level	X	

<b>Qualities and Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Leadership of curricular/pastoral	X	
Understanding of pastoral issues, including child protection		X
Strategies for raising standards	X	
Has evidence of impact of initiatives led across the school		X
Has experience of data management	X	
Has experience of using pupil premium		X

<b>Qualities and Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Has successfully led a team	X	
Has successful experience of middle management	X	
Shows awareness of whole school issues	X	
Has an awareness of national educational issues	X	
Has the ability to translate vision into practice	X	
Can meet agreed targets	X	

### **General and Personal Qualities**

<b>Qualities and Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Has good oral communication skills	X	
Has good written communication skills	X	
Demonstrates the ability to drive projects forward and successfully completes projects	X	
Has excellent health and attendance record	X	
Is a team player, has strength and stamina	X	
Has the potential for further promotion		X

## Personal Characteristics

Qualities and Attributes	Essential	Desirable
Commitment to excellence		
Drives and inspires	X	
Personal conviction	X	
Holds people accountable	X	
Shows initiative	X	
Potential for development	X	
Develops potential in others	X	
Challenges and supports	X	
Respect for others	X	
Sense of humour and perspective	X	
Hard-working	X	

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, as specified by School Teachers Pay and Conditions Document not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....