



FOREST HILL SCHOOL

MAKING A DIFFERENCE

SPECIALIST SCHOOL IN THE PERFORMING ARTS

Job Description

ASSISTANT HEADTEACHER

Leadership Scale (inner London) L14 – L18

Prime Purpose:

- To take responsibility for the leadership and management of a variety of whole school areas
- To line manage designated staff
- To share responsibility for the daily administration and management of the school
- To contribute to the all-round success of the school
- To promote and be involved in the wider life of the school community

Responsible to: Headteacher

Leading/Managing Policy

- Contribute as a member of SLT to the development of the strategic direction of the school
- Lead on specific whole school initiatives
- Monitor, review and evaluate the work of teams and individuals in the context of school policies and plans
- Implement and support behaviour management systems in line with school policies
- Support Governors in their policy development and monitoring roles by servicing sub-committees and Governor meetings as necessary
- Ensure that policies and practices are inclusive

Leading/Managing People

- Have a visible presence around the school during the day
- Advise the Headteacher, LT and Governors on staffing appointments
- Establish, lead and chair, as necessary, meetings of groups of staff
- Take a full and committed part in your own performance management, as well as those of your team members
- Set performance appraisal review and development objectives for an agreed group of staff and to monitor performance against those objectives in line with school policy
- Advise the LT of the performance of staff, ensuring that good practice is recognised and praised and that any potential areas for development can be managed
- Provide advice and guidance for staff in terms of their development within the profession
- Assist with the effective induction of new staff, as required
- Undertake regular whole school assemblies throughout the year
- Be seen as a role model in terms of industry, innovation, commitment and the positive impact upon children's lives and education

Dacres Road
Forest Hill
London SE23 2XN
T: 020 8699 9343
F: 020 8699 9198
E: info@foresthillschool.co.uk

www.foresthill.lewisham.sch.uk



Headteacher: Mike Sullivan BSc (Hons)

Managing Resources

- Monitor health and safety practice and report any issues to relevant staff
- Monitor the management of accommodation and resources, in order to promote the creation of a stimulating learning and teaching environment
- Manage budgets for your areas of responsibility

External Relations

- Represent the school and its interests in meetings and other relationships with parents, members of the community, the DfE and a wide range of organisations and agencies
- Participate and play a lead role in planning for designated major school events such as Open Evening and other major school events in the absence of the Headteacher and Deputy Headteachers, to liaise with appropriate authorities and advise on such decisions as may be necessary to ensure that the school can continue to function in a safe and effective fashion, taking account of agreed policies and working practices

Line Management

- The line manager will be the Headteacher and will carry out the post holder's performance appraisal. Line management may as a result of staff changes/post changes.
- Formal line management meetings will take place at the request of either the line manager or the post holder
- The Assistant Headteacher will also report to the relevant Subject Leader for their teaching responsibilities

Supervision

- The majority of this work will be undertaken with minimum supervision. Matters of policy are discussed as the need arises with the line manager by whom work is also monitored.

Safeguarding Children

- The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
- All posts in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checking process.

Additional Information

- All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate
- Forest Hill School and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation
- This is a job description only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the post holder.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

This Post has a responsibility for safeguarding and promoting the welfare of children and young people.