



Trinity School Carlisle

A Church of England
Academy

Job description: Assistant Headteacher

Job Purpose:

- To support the Headteacher in providing outstanding leadership and management of the school, ensuring the safety of all students and conducting the affairs of the school for the benefit of the students and the community it serves;
- To ensure all students make excellent progress and achieve their true potential.

Key responsibilities: Lead the strategic development of the school by:

- Upholding and developing the school's vision and values;
- Contributing to the school's self evaluation and improvement planning process;
- Leading specific elements of the school improvement strategy as defined by the Headteacher;
- Monitoring and evaluating standards of teaching and learning and implementing appropriate change strategies where required;
- Ensuring that strategic planning takes account of the Christian values of the school and that these are clearly articulated, shared, understood and acted upon effectively by all;

Ensure the effective working of the school by:

- Monitoring, supporting and working in partnership with other members of the Senior Leadership Team;
- Working to ensure professional relationships within the school are maintained and enhanced;
- Supporting the Headteacher in leading the school's response to critical incidents;
- Ensuring exemplary standards of behaviour and attendance;
- Working effectively with other key leaders in the school, ensuring consistency of approach and success for all students of all abilities and back grounds.

Maximise student achievement by:

- Analysing students' attainments, achievements and progression;
- Closing the gap between disadvantaged students and their peers;
- Monitoring, evaluating and driving improvement of the quality of teaching and learning;
- Developing additional opportunities to share effective teaching and learning principles and good practice;

Other responsibilities:

- Undertaking any additional responsibilities as directed by the Headteacher.

Responsibilities in relation to the three roles:

Assistant Headteacher responsible for Timetabling

- Planning and putting the timetable together;
- Developing a programme to ensure consistency of Pastoral Middle Leaders.

Assistant Headteacher responsible for CPD

- Developing and oversee the CPD programme;
- Developing a programme to ensure consistency of Subject Middle Leaders.

Assistant Headteacher responsible for Personal Development

- Overseeing the development of a sequential Personal Development Curriculum.
- Monitoring and Quality assuring the implementation of the PD Curriculum.