



Ribston Hall High School

Assistant Headteacher of Ribston Hall High School Job Description and Person Specification

Salary: L12 – L16

Hours: Full Time

Contract type: Permanent

Reporting to: Headteacher

Main Purpose

The Assistant Headteacher, as part of the Senior Leadership Team, will provide ambitious, creative, inspirational and visionary leadership to champion the needs of our school community. With core responsibility for raising standards and helping to establish a culture that is both nurturing and ambitious along with other members of the Senior Leadership Team.

As an excellent Teacher, in addition the Assistant Headteacher will teach approximately 20 periods in their specialist subject area per fortnight.

Ethics, Qualities and Professional Conduct

The Assistant Headteacher is required to:

- Build relationships rooted in mutual respect and at all times observe proper boundaries appropriate to their professional position.
- Show tolerance of and respect for the rights of others, recognizing differences and respecting cultural diversity within contemporary Britain.
- Uphold fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Ensure personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law.
- Conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen.
- Uphold their obligation to give account and accept responsibility.
- Know understand and act within the statutory frameworks which set out their professional duties and responsibilities.
- Take responsibility for their own continued professional development, engaging critically with educational research.
- Make a positive contribution to the wider education system.
- Demonstrate consistently high standards of behaviour and professional conduct in line with the DfE Headteachers Standards.

Teacher Standards

The post holder will uphold both the Standards for Teachers and the Post Threshold Standards for Teachers.



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Duties and Responsibilities

The post holders' duties and responsibilities are as contained in the current 'School Teachers Pay and Conditions Document'.

Key Responsibilities

The Assistant Headteacher will be responsible for the following key strategic areas:

- Nurture a sense of belonging through our school traditions, events and house system
 - Develop a strategic plan for how we use student voice to regularly gain feedback and views of students
 - Work with the Deputy Headteacher to develop student leadership roles across the school
 - Strategically lead our events team through a regular and established calendar of new and more traditional school events
 - Strategically lead and develop our house system to generate a community feel across the school
 - Continue to develop our praise/positive reward systems to build students' pride in their progress, attainment and attitude to learning
- Strategically lead our Pastoral Provision for Years 7-10 including Behaviour, Attendance and the role of the form tutor
 - Provide a clear and consistent strategic approach to pastoral care in the main school
 - Strategically lead on behaviour and attendance across these year groups
 - Develop the role of the form tutor as the first contact students have in the school day, including a consistent programme of activities, mentoring and academic support and a supportive framework of interventions
- Act as our Designated Safeguarding Lead and strategically lead the safeguarding culture within our school.
 - Fulfil the statutory expectations of the Designated Safeguarding Lead
 - Lead a team of Deputy Designated Safeguarding Leads
 - Continue to promote a strong safeguarding culture in the school

The Assistant Headteacher will also:

- Undertake the normal responsibilities of the class teacher;
- Be a member of the Senior Leadership Team;
- Contribute to and lead allocated aspects of the School Development Plan. Deliver key aims and objectives of the school by helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement;
- To maintain a high profile and visible presence around school;
- To support a broad range of out of hours activities and events.

The postholder may be required to carry out other duties and responsibilities in keeping with the nature of this post as directed by and agreed with the trustees.

Whilst every effort has been made to outline the key duties and responsibilities of this post, this document does not specify every item in detail.



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Person Specification

Qualifications and experience	Essential	Desirable
Honours degree or equivalent	*	
Be an excellent teacher and a strategic leader with a resilient character and a strong personal drive with Qualified teacher status	*	
Successful experience as a middle or Senior Leader with the ability to inspire staff and students to be exceptional	*	
A proven track record in school improvement and positively impacting on student progress, raising attainment and developing excellence;	*	
Recent and relevant professional and leadership development	*	
Successful experience of leading and managing change	*	
Personal qualities		
Strong personal drive	*	
First class communication skills	*	
Excellent interpersonal skills	*	
The ability to inspire, enthuse and motivate	*	
Be visible and work collaboratively within the school and beyond	*	
Be an exceptional leader with high aspirations to drive academic success for all	*	
Excellent organisational and time management skills	*	
The ability to prioritise and multitask	*	
Resilience, determination and the ability to cope well under pressure	*	
Ambition for oneself, students and the school community, and enthusiasm to support the leadership of the school into an exciting future.	*	



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Empathy with young people from all backgrounds and the drive to make a real difference to the lives of students	*	
Be approachable, caring and supportive to students, staff and parents, with safeguarding and equality as a central focus.	*	
Be unwavering in their commitment to safeguarding	*	
Have led a whole school change that brought about quantifiable outcomes	*	
Evidence of interests outside the workplace		*
Potential and desire to aspire to headship		*
Personal circumstances		
Willingness to attend a broad range of out of hours events and activities	*	
Commitment to working flexibly but with an established work life balance	*	
Commitment and capacity to give freely of one's own time out of school hours	*	
Professional skills and knowledge		
Sound understanding of educational thinking, recent developments and key initiatives	*	
Ability to use a range of leadership and management styles	*	
Commitment to collaboration and team work	*	
Ability to develop and take forward a shared vision for the school	*	
Ability to challenge and support all members of the school community to drive up standards	*	
Clear understanding of what an outstanding school looks like	*	
Ability to develop, implement and evaluate strategic plans and priorities	*	
Ability to create and maintain effective partnerships with parents and other stakeholders	*	
A fundamental concern for the safety, security and wellbeing of students and staff	*	



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Ability to work effectively and creatively with the Headteacher and governing body	*	
Ability to deal effectively with young people of all backgrounds	*	
A clear understanding of how to develop data systems to drive up standards for every individual student	*	
Ability to be both a team leader and a team player	*	