



ASSISTANT HEAD TEACHER- JOB DESCRIPTION

Al-Khair Secondary School is a high achieving school, which has an excellent academic as well as pastoral record. We place the utmost importance on nurturing our students in a holistic manner to be the best they can whatever their chosen specialisation may be in the future. We would like our students to realise their individual potential and live as valuable and beneficial members of society that will bring benefit to all who they come across. If you share our values and would like to be a part of our exciting, rewarding and demanding vision, please complete an application form and return it with a covering letter to: education@alkhairschool.org.uk. The application form is available to download from our website. Applications will be reviewed upon receipt and you will be notified, if you have been shortlisted for an interview.

Closing date: Monday 6th May

Interviews from the week beginning **Monday 13th May to Friday 17th May 2019.**

Start date: September 2019

Salary: Competitive salary depending on qualification and experience.

It is expected that all members of staff will

- support the Islamic ethos of the school;
- adopt professional standards of behaviour and appearance at all times;
- Work as a supportive member of the teaching staff;
- participate in sharing good practice;
- familiarise themselves with all the relevant documentation and policies



Al-Khair School

Title and Grade of Post	Assistant Head teacher
Status of Post	This is a senior post within the school's staffing structure, which carries with it membership of the Leadership Team. This post holder is accountable to the Head teacher. As an SMT member, you will be required to meet the general requirements of this post and in addition, you will be required to fulfil any reasonable expectations from the Head teacher.
Job Purpose	<p>To support the Head teacher's overall leadership, development and management of the teaching and learning of all pupils.</p> <p>To take a leading role in the monitoring and evaluation of standards across the school.</p> <p>To be a leading professional actively promoting effective teaching practices across the whole school.</p> <p>This post will require you to work in partnership with the Head teacher and staff to ensure positive relationships and continuous improvement of the school. You will be required to deputise for the Head teacher in all aspects of the Management, control and discipline of this small school. The post holder will be responsible for administrative and managerial duties in collaboration with the Head teacher as designated.</p>
Reporting to	<p>The post holder will be accountable to the Head teacher in all matters.</p> <p>The post holder is also expected to interact and lead colleagues, being a positive role model in all professional matters</p>
Health and Safety Statement	So far as is reasonably practicable, the Assistant Head must ensure that safe practices are adopted by employees and in all premises/ work areas to maintain a safe working environment for employees and service users. These are defined in the Health and Safety, Safeguarding, and related Policies.
Main Expectations of the Role	
Strategic Direction and Development	
<ul style="list-style-type: none"> • Working with the Head teacher to contribute to a strategic view for the school in its community, analyse, and plan for its future needs and further development within the local, national and international context. • Demonstrating high standards of personal integrity, loyalty, discretion and professionalism. • Taking a senior role in our local network of schools and attending meetings for Head Teacher as required 	
Teaching and Learning	
<ul style="list-style-type: none"> • Providing an example of excellence as a leading classroom practitioner, inspiring, and motivating other staff. • Working closely with the Head teacher to sustain high expectations and excellent practice in teaching and learning throughout the school • Monitoring and evaluating the quality of teaching and standards of pupils' achievement and use benchmarks and set targets for improvement. 	



Leading and Managing Staff

- Working with the Head teacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own CDP
- To lead in Performance Management of staff as directed including volunteers.
- Take responsibility as a mentor for student teachers and work experience pupils
- Assist with the appointment of staff and provide monitoring and support for teachers, NQTs and students as necessary
- Liaise with the P.A to ensure smooth running of his/her overall responsibilities
- Provide examinations officer support by liaising with staff, parents and pupils as necessary.

Efficient and Effective Deployment of Staff and Resources

- In consultation with the school accountant and by direction of the Head teacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context.

Specific Duties

- Conducting regular Heads of Department audits to ensure consistently high standards of teaching & learning throughout the school
- Be one of the designated persons for Safeguarding:
- Be an active member in supporting staff CPD
- Liaise effectively with relevant outside agencies
- Share the responsibility with the Head teacher for the maintenance of high standards or behaviour, positive staff and pupil attitudes and site safety
- Take a substantive role in the a day-to-day running of the school
- Contribute significantly to a positive ethos for learning
- Promote the values and achievements of the school to the community
- Coordinate and assist in leading creative assemblies and whole school events such as INSETS, Open evenings, Open days, Parents Evenings, PTA meetings and other whole school events etc.
- Undertake such reasonable activities as the Head teacher may from time to time require.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE A COMPLETE LIST OF DUTIES AND RESPONSIBILITIES, BUT INDICATES THE MAJOR REQUIREMENTS OF THE POST. IT MAY BE AMENDED AT A FUTURE TIME, TO TAKE ACCOUNT OF THE DEVELOPING NEEDS OF THE SERVICE.

AL-KHAIR SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND ALL POSTS WILL BE SUBJECT TO SATISFACTORY REFERENCES AND AN ENHANCED DBS CHECKS.