

## **Assistant Headteacher**

### **Student Welfare and the Strategic Development of ICT**

(based primarily at the Olney Campus)

This is a new role and I envisage over the first year we shall together adapt and refine it. As Assistant Headteacher I do not expect you to get too involved in the day-to-day running of each year group for which you have oversight. It is a strategic role; the Head of each Key Stage, together with form tutors, are responsible and accountable for the social, academic and welfare needs of each student.

### **Core Purpose**

To:

- be an active, creative and supportive member of the Senior Leadership Team
- make a substantial contribution to the development of a culture and ethos which promotes good relationships, outstanding effort and strong parental and student engagement
- lead and support the effective management of student welfare and achievement at the Olney Campus
- provide strategic leadership for ICT, both in terms of the technical infrastructure and as a tool to support teaching and learning
- formalise Ousedale School as an Extended School, ensure the programme matches the school ethos, supports our Specialist School Status and meets the priorities set out in the School Improvement Plan.

### **Key Roles and Responsibilities**

#### **Olney Campus**

To:

- support the Deputy Headteacher with the day-to-day running of the Olney Campus
- line manage the Heads of Key Stage 3 and 4, supporting them in dealing with serious pastoral issues and involving external agencies as necessary

- ensure the Heads of Key Stage 3 and 4 effectively monitor progress, attendance, appearance and punctuality
- put together the blocking for the Olney Campus timetable, in liaison with the Deputy Head Teaching and Learning.

## **Cross-campus**

To:

- lead on the strategic development of ICT to meet the current and future needs of the school liaising with staff as appropriate
- take responsibility for the further development of the school website and VLE
- monitor and evaluate the implementation of the School Improvement Plan in relation to ICT and Extended School provision
- chair the ICT development group
- lead on the development of Ousedale School as an Extended School
- take responsibility for putting together, promoting, monitoring and evaluating the extra – curricular and specialist school community learning programme
- line manage the Head of ICT and Cross-Curricular ICT Development
- line manage the ICT Technical Manager
- line manage a second department.

## **Whole School Strategic and Operational Responsibilities**

To:

- play an active role coaching staff and monitoring the quality of teaching and learning
- promote the ethos of distributed leadership and encourage middle leaders to make their own decisions in line with school policy and direction
- participate in the Performance Management of teaching and associate staff
- contribute to the creation/revision and implementation of whole school policies
- contribute to the planning and delivery of training days and the school's twilight programme
- participate in the school's recruitment and selection process
- play an active role in school self-evaluation
- contribute to the Self Evaluation Framework (SEF)
- contribute to the School Improvement Plan, taking responsibility and being accountable for an aspect of the plan which relates to your role
- share in the delivery of school assemblies
- participate in duties as required before, during and after school
- attend a fair share of school events and functions, both after school and in the evening.
- carry out any reasonable requests as directed by the Headteacher.

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