

## **Assistant Headteacher**

### **Transition and Intervention**

(based primarily at the Newport Pagnell 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; Heads of Year, together with form tutors, are primarily 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
- be responsible for leading, monitoring, evaluating and developing strategies which motivate and raise achievement in Year 11 across both campuses, and in the 6<sup>th</sup> form at Newport Pagnell.

### **Key Roles and Responsibilities**

#### **Newport Pagnell Campus**

To:

- develop strategies to ensure progress and standards in Year 11 and the 6<sup>th</sup> form are maintained/improved, including tracking, monitoring and intervention
- deal effectively with serious pastoral issues in Year 11 and the 6<sup>th</sup> form, liaising with external agencies as necessary
- ensure the Heads of Year 11, 12 and 13 effectively monitor progress, attendance, appearance and punctuality
- organise the Awards Ceremony for Year 12 students
- oversee the UCAS process
- oversee the 6<sup>th</sup> form induction and appointment process
- monitor and evaluate the quality of 6<sup>th</sup> form provision
- attend 6<sup>th</sup> form council meetings
- line manage the Heads of Year 11, 12 and 13.

## **Cross-campus**

To:

- develop a system to secure effective transition from Year 11 to post-16 education or employment which match student potential, learning style and achievement to appropriate courses
- create an effective and unbiased Information, Advice and Guidance system in the upper school and 6<sup>th</sup> form
- analyse the Year 11 mock results and progress towards set targets implementing an appropriate whole school strategy to raise achievement
- increase parental involvement in the process of learning by creating, and sharing in the delivery of, an effective student/parent partnership programme
- oversee the development of an apprenticeship scheme for students studying vocational courses
- line manage a number of departments.

## **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.

March 2010