

**THOMAS GAINSBOROUGH SCHOOL**  
**ASSISTANT HEADTEACHER JOB DESCRIPTION**

**POST HELD**

Assistant Headteacher – Student Support (L 14-18)

**REPORTING TO:**

Deputy Headteacher Support Advice and Guidance

**RESPONSIBLE FOR THE LINE MANAGEMENT OF:**

- Lead Student Support worker
- Student Services Manager
- Attendance Officer
- Head of Access learning

**PURPOSE OF THE JOB**

- To assist the Headteacher and Governors in ensuring the achievement of the highest possible educational standards, creating an atmosphere and structures in which students feel valued and staff have high expectations of them.
- To ensure high standards of learning, progress, attainment and behaviour across the school.

**DUTIES**

The Teachers' Pay and Conditions Document specifies the general professional duties of an Assistant Headteacher. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

**JOB DESCRIPTION**

**KEY FUNCTIONS**

- To deputise for the Headteacher in the absence of the Deputy Headteacher.
- To act as the legally designated SENCO and the alternate Designated Safeguarding professional (training will be provided).
- Oversee the implementation and monitoring of the Behaviour for Learning policy
- Ensure that all learner groups including Pupil Premium students and very able learners make outstanding progress
- Oversee the admissions and recruitment of students to Thomas Gainsborough School
- To lead, manage, monitor and support the work of specified staff within the team.

- Contribute to specific school self-evaluation activities as determined by the Self-evaluation Calendar.
- To be responsible for maintaining a high quality learning environment in Student Services, Learning Support and our Access provision.
- To play an active role in the life of and promoting the development of Thomas Gainsborough School.

### **SPECIFIC RESPONSIBILITIES**

***The main responsibilities of the post are to:***

- Take responsibility for the day-to-day running of the College in the absence of the Headteacher and Deputy Headteacher.
- Manage and support the work of the Lead Student Support worker and Learning Support Manager to that these departments are well managed and effectively led
- Lead, manage, monitor and support specified support staff ensuring that their work has a direct impact on learning.
- Lead the Performance Management System for the Student Support personnel.
- Ensure that staff within the Student Support teams receive the appropriate Professional Development.
- Engage with Primary Schools, students and parents to ensure that Thomas Gainsborough School is the school of choice.
- Oversee the transfer of mid-year admissions to the school.
- Teach lessons as specified on the school timetable.
- Manage, monitor and review the Student Support Teams budgets within the confines of the team's budget allocation. This includes the management of specific contingency funds to be allocated within the team when needed to support the raising of standards.
- Produce a termly report for Governors on the performance of the Student Support Team.
- Attend Governors scrutiny committee meetings when requested by the Deputy Headteacher
- In liaison with the Data Manager organise student performance data in the team.
- Attend meetings of the Strategic Leadership Team.
- Attend meetings and community events to act as a representative of the school as requested by the Headteacher
- Support the Headteacher in the day to day running of the school.
- Provide self-evaluation data for the team as set out in the annual Self-evaluation Calendar.
- Provide staff reference information as requested by the Headteacher.
- Undertake other tasks as reasonably required by the Headteacher.