

Job Description

Job title	Assistant Headteacher With responsibility for standards across school
Grade	Leadership scale L3- L7
Accountable to	The Headteacher

Key Purpose

To assist the Headteacher and Deputy Headteacher with the leadership, management and organisation of the Academy in seeking to achieve the highest standards of pupil achievement and Academy efficiency.

To play a major role in assisting the Headteacher to:

- Formulate and model the aims and the objectives of the Academy
- Establish the policies and guidance through which objectives are to be achieved
- Manage staff and resources to achieve the objectives of the Academy and the improvement plan
- Lead on the improvement of teaching, curriculum and assessment in order to achieve the best outcomes for all learners through modelling, demonstration coaching and evaluation
- Monitor and evaluate progress towards their achievement for all learners
- Improve standards across the Academy

Key relationships

- Children, parents and staff
- Local governing body
- Members of the Focus-Trust team
- Other Academy principals
- The Directors of Focus Trust and trustees
- Other local Academies and stakeholders

Key responsibilities

The following information is not intended to be exhaustive but included to give an indication of the type of duties associated with the role of Assistant Headteacher in order to realise the Academy's vision and outcomes of the Academy. The key duties are set out under the following headings:

1. Shaping the future
2. Leading teaching, learning and assessment
3. Developing self and working with others
4. Managing the organisation
5. Securing accountability
6. Strengthening community
7. Child protection and safeguarding
8. Equality
9. Deputise
10. Specific responsibilities

Shaping the future

- Ensure the vision for the Academy is clearly articulated, shared, understood and acted upon effectively by all.
- Motivate and work with others to create a shared culture and positive climate

- Work with individual staff and teams to translate the Academy's vision into agreed objectives and operational plans which will promote and sustain improvement throughout the Academy.
- Review, evaluate and develop the effectiveness of the school's policies and developments and analyse their impact on a core subject and phase.

Leading teaching and learning

- Be a consistently excellent role model to all staff within the Key Stage having a stimulating and challenging learning environment which secures outstanding learning and provides outstanding standards of achievement, behaviour and safety
- Demonstrate and articulate high expectation; setting ambitious targets for all children
- Monitor, evaluate and review classroom practice and manage improvement strategies holding staff to account
- Analyse and interpret performance data to inform classroom practice across the Academy, setting challenging targets for improvement
- In partnership with the Headteacher and Deputy Headteacher take responsibility for the monitoring of teaching and learning and curriculum provision
- Take responsibility for the monitoring of teaching and learning of a core curriculum area
- Work alongside the Pastoral team to develop links with parents
- Liaise with other academies/schools and providers to ensure continuity of support and learning when transferring pupils

Developing self and working with others

- Manage positive working relationships with all staff.
- Motivate and challenge all staff to maintain high expectations of professional standards and behaviours.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review for teachers and support assistants
- Lead staff in developmental activities and evaluate outcomes; providing appropriate training for staff where necessary
- Be a source of best practice for teaching and learning by ensuring that national research and initiatives are used to inform targets for improvement

Managing the organisation

- Support the Headteacher and Deputy Headteacher to recruit, retain and deploy staff
- Implement evidence-based Academy improvement plans and policies, monitoring the effectiveness of spending and usage of resources.
- Ensure that literacy policies and practices take account of Trust, national and local policies and initiatives
- Manage the learning environment throughout the Academy to ensure that the Academy meets all health and safety regulations

Securing accountability

- Manage staff roles and ensure that responsibilities are clearly defined, understood and agreed within school
- Work with the governing body to enable them to meet their statutory responsibilities
- Present key information to a range of audiences; parents, governors, Trust officers and other external agencies
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Strengthening the community

- Work with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community
- Build the reputation of the Academy with the outside community
- Create and maintain partnerships with parents and carers to support and improve pupils' achievement and personal development
- Ensure that parents are well informed about the curriculum, targets, children's progress and attainment throughout the Academy.

Child protection and safe guarding

- Ensure that the child protection policies and procedures are fully implemented and followed by all staff
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively.

Equality

- Ensure that the Academy reflects a vibrant and inclusive ethos which actively values and promotes diversity, community cohesion, and supports pupils to become successful integrated citizens.
- Actively challenge and address discrimination.

Deputise

- Deputise for the Headteacher/Deputy Headteacher

Specific responsibilities (including teaching responsibilities)

- Teaching commitment: Class Teacher in KS1 or KS2
- Develop teaching and learning of a core area in order to promote high standards of attainment at every stage and excellent progress;
- Analyse and interpret data in order to develop a secure understanding of effectiveness of provision and standards
- Plan strategically with the Headteacher and Deputy Headteacher in order to ensure all groups of pupils move forward
- Develop a secure knowledge of provision and standards through scrutiny of work and planning, as well as lesson observations, pupil voice and discussions, in order to offer feedback, challenge underperformance and move colleagues forward in their practice providing better outcomes for all children.

Beliefs, attitudes and personal attributes

- Focused on students achievement; puts children ahead of personal or political interests.
- Resilient and persistent in goals, but adaptable to context and people.
- Willing to develop a deep understanding of people and context.
- Willing to take risks and challenge accepted beliefs and behaviours.
- Self-aware and able to learn.
- Optimistic and enthusiastic.

The post holder is expected to:

- Actively support the work and ethos of the Focus-Trust.
- Undertake such additional duties as may reasonably be requested by the Headteacher and Deputy Headteacher
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Proactively keep abreast of developments in relation to the post, and whenever possible and appropriate, attend professional development opportunities.
- Comply with and support all policies of the Focus-Trust and Academy.
- Ensure that all statutory requirements are met.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with the needs of the Academy and/or Trust.

Signed Post holder

Signed Headteacher

Dated

Assistant Headteacher

Person specification

Key:

App – Application Form

Ref – Reference

SP – Selection process. This could include a range of exercises, including an interview.

Knowledge, Experience and Skills		
	Essential / Desirable	How identified
Leadership and management		
Ability to build effective relationships with staff, parents, governors and other agencies	E	App/SP
Ability to line manage staff	E	App/SP
Ability to use HR policies and procedures	D	App/SP
Ability to make and implement difficult decisions	D	App/SP
Shaping the future		
Implements an improvement plan across the Academy, identifying the priorities and evaluating the impact	E	App/SP
Works with and motivates teams and individuals to implement these changes	E	App/SP
Leading Teaching and learning		
Being an Excellent teacher – by national standards	E	App/SP
An excellent track record of ensuring that pupils make outstanding progress in Literacy	E	App/SP
Knowledge of how to use data to monitor pupil progress and set challenging targets	E	App/SP
Knowledge of assessment tools to monitor teaching and learning	E	App/SP
Ability to identify effective interventions to ensure pupils maintain good progress	E	App/SP
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback	E	App/SP
Developing self and working with others		
Regularly reviews own practice and continually participates in quality CPD	E	App/SP
Experience of delivering high quality INSET to all staff	E	App/SP
Experience of embedding innovative strategies for improving teaching and learning in a whole school situation.	E	App/SP
Ability to coach and mentor staff	E	App/SP
Managing the organisation		
Implements changes to staffing structures	D	App/SP
Recruits, retains and manages a range of staff	D	App/SP
Manages the learning environment in line with health and safety regulations	E	App/SP
Securing accountability		

Holds people to account for what they have agreed to deliver	E	App/SP
Works effectively with the governing body to fulfil statutory duties	D	App/SP
Provides performance data to parents, governors and Academy improvement officers	E	App/SP
Strengthening the community		
Builds relationships with community groups, outside agencies and other Academies which create innovative learning experiences for pupils	E	App/SP
Promotes the Academy	E	App/SP
Works with parents and carers to improve pupil achievement	E	App/SP
Child protection		
Is aware and able to manage effective CP policies and procedures	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Qualifications and training		
Qualified Teacher Status or other educational qualification	E	App/SP
A degree or management qualification	D	App/SP
NCSL - Leading from the middle (or another NCSL leadership programme)	D	App/SP