

Job Description and Person Specification

Assistant Head Teacher



Job Title:	Assistant Head Teacher
Pay Scale:	Leadership
Working weeks:	52
Annual Leave:	School Holidays
Responsible to:	Headmaster

General Scope of the post

In partnership with the Headmaster and the other members of the Senior Leadership Team (SLT) provide vision and leadership for the Academy, creating, monitoring and developing conditions which enable effective learning and teaching and best possible outcomes for all students.

Ensure the ethos, values and goals of the Academy are communicated positively to colleagues, parents and students, demonstrating vision and values in everyday work and practice. To take full responsibility for leading and managing significant aspects of the school.

Regularly evaluate own practice, set personal targets and take responsibility for own personal development including managing own workload and that of others to allow appropriate work/life balance.

Academy Improvement – Developing the Organisation

- With other members of SLT help formulate, implement, monitor and evaluate the Academy Improvement Plan ensuring the vision for the Academy is translated into agreed objectives which will promote sustained improvement.
- Support the work of members of staff holding TLRs in developing aspects of Academy improvement and take appropriate action when performance is unsatisfactory.
- Keep abreast of key local and national initiatives to ensure that these inform strategic decisions.
- Use school, national and local data inspection reports as a benchmark for improvement.

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Securing Accountability

- Participate in the Academy's quality assurance/evaluation programme and contribute to its development at all levels. Monitoring and evaluating includes – teaching, student progress and attainment; progress with improvement plan; staff development; budgeting and area resources.
- Ensure that the Headmaster, other members of SLT and Trustees are informed about developments in policies, plans and the Academy's success in meeting objectives and targets.
- Participate in Trustees meetings and prepare reports as required.
- Provide guidance and support as SLT link to operational areas, including monitoring and evaluation of work.

Teaching and Learning

- Promote and safeguard the welfare and pastoral care of all pupils with regard to behaviour for learning and safeguarding procedures.
- Lead in creating an ethos which celebrates diversity and provides opportunity to reflect on social, moral, spiritual and cultural issues through both assemblies and everyday practice.
- Be a highly visible presence around the Academy being a lead role in maintaining good order, reflecting the Academy's code of conduct and reinforcing high expectations with regard to student behaviour both in the Academy and in the immediate vicinity and as a role model to staff.
- Undertake an appropriate programme of teaching – promoting a model of excellence for colleagues.
- Support the strategic leadership of learning and teaching for students and staff.
- Be the SLT link for designated operational areas to support in securing and sustaining effective learning and teaching, through setting targets. To provide support as required.
- Attend on results day for public examinations to provide advice and guidance to students and parents.

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- Take a lead role in using all data effectively to raise students' achievement.

Line Management – Developing Staff and Working with Others

- Act as line manager for designated Teaching and Learning Responsibility holders or lead support staff, ensuring academy policies are implemented.
- Motivating and working with others to create a shared culture and positive climate which acknowledges responsibility and celebrates achievements of individuals and teams.
- Inspire, motivate and influence staff maintaining the highest standards, using effective working relations across the school.
- Support the Academy's performance management programme as a line manager and in matters relating to wider staff development.
- Participate in the recruitment and selection of teaching and support staff.

Community and Partnerships

- Represent the Academy at external meetings and other events.
- Support in the development of partnerships with schools and businesses.
- Promote community cohesion.
- Attend events that seek to actively promote the Academy e.g. Open Days/Concerts.
- Liaise effectively with parents to ensure good relationships between Academy and home in order to improve learning and teaching.

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Other Duties and Responsibilities

- Attend daily and weekly meetings in accordance with Academy policy and lead such meetings as required.
- Take assemblies and help staff with assemblies.
- Attend occasional meetings during evenings, at weekends or in holidays as required.

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Person Specification for Assistant Head Teacher

ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	
<ul style="list-style-type: none"> • An honours degree • Qualified Teacher Status • Evidence of a strong further professional development record 	<ul style="list-style-type: none"> • Postgraduate qualification • Designated safeguarding lead qualification • Other safeguarding qualifications
EXPERIENCE	
<ul style="list-style-type: none"> • Leading and developing cohesive and positive teams in a school environment • Working in partnership with stakeholders • Successfully leading and managing whole school initiatives • Experience of monitoring and evaluating the effectiveness of teaching and learning, including its outcomes in terms of standards, achievement, personal development and well-being • Demonstrate the ability to work strategically and successfully at senior level • Proven track record of utilising strategies to enhance teaching and learning to raise achievement levels • Proven track record as a successful teacher • Holding staff to account for their work and impact on outcomes • Proven impact in the following areas: <ul style="list-style-type: none"> - Effective conflict and complaint resolution - Narrowing students' performance gaps - Securing and maintaining the respect of different stakeholders 	<ul style="list-style-type: none"> • Experience of budget control and the ability to develop additional funding resources • Led, planned and evaluated change which has had a significant impact at whole school level • Working with Trustees • Appraising others effectively to improve performance and develop staff • Experience working with colleagues in other schools • An ability to teach Business and/or Computing or Biology

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<ul style="list-style-type: none"> - Consistently strong middle leadership based on school improvement - Improved student outcomes (behaviour and academic) - Consistency of stakeholders' engagement with the school's culture, ethos and values 	
KNOWLEDGE AND COMPETENCE	
<ul style="list-style-type: none"> • Ability to lead assemblies • Ability to identify need for change through self-evaluation • Ability to think creatively and solve problems • Demonstrate the ability to lead by example • Can demonstrate strategic thinking 	<ul style="list-style-type: none"> • Knowledge of safeguarding requirements • Knowledge of the Personal Development curriculum • Able to build effective relationships with parents, other schools and partners • Alternative provision guidance
SKILLS	
<ul style="list-style-type: none"> ▪ Able to maintain an appropriate work-life balance and time manage effectively ▪ IT literate ▪ Able to communicate effectively orally and in writing ▪ Able to form excellent relationships with stakeholders and students ▪ Able to work collaboratively within a team, and where necessary resolve conflict ▪ Able to lead and direct the work of others ▪ Able to take responsibility, make and communicate decisions and instructions with clarity ▪ Developing and motivating staff ▪ Developing and implementing strategies to improve outcomes and behaviours of students at risk of underachieving or disengaging from education ▪ Acting decisively to secure rapid improvement where necessary ▪ Dealing sensitively and effectively with 	<ul style="list-style-type: none"> ▪ Ability to evaluate accurately the quality of education, pastoral and safeguarding provision in an establishment ▪ Ability to use social media to promote the school

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<p>safeguarding issues</p> <ul style="list-style-type: none"> ▪ L3 safeguarding training completed. 	
UNDERSTANDING	
<ul style="list-style-type: none"> • Awareness and understanding of contemporary educational issues and educational initiatives • Understanding of processes of leadership and direction e.g. in formulating policy and developing practice • Understanding of relevant strategies for school improvement • Understanding of different styles of leadership • Good understanding of high impact secondary school improvement strategies linked to: inclusion, behaviour management, pastoral support, safeguarding, SEND, promoting equality, preventing or dealing with bullying, preventing NEET and transition • Understanding the principles of quality assurance, self-evaluation and performance management • Understanding the key role pastoral leadership has with education • Understanding staff development needs and appropriate development planning • Experience of developing and sustaining a learning culture with high expectations and achievement 	<ul style="list-style-type: none"> • Understanding of the relevant codes of practice and related procedures • Setting school targets
OTHER QUALITIES	
<ul style="list-style-type: none"> • Integrity and honesty • Ability to work on own initiative • Inspires, challenges, motivates and empowers • Ability to articulate personal aspirations for professional and career development. • Aware of own strengths and areas for 	

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development

- Ability to work under pressure and show initiative
- Sensitivity to the needs of others using tact and diplomacy
- Completer-finisher, good team player
- Sense of perspective
- Visible leader
- Enjoys working with young people
- Resilient and dynamic
- Solution- focused
- High expectations