

JOB DESCRIPTION

Job Title:	Assistant Head of School
Location:	The Assistant Head of School is based at one school but works for GCET and may be required to work at any Trust school
Reports to:	Head of School / Executive Headteacher
Salary:	£43,500 - £50,500

Purpose
The Assistant Head of School will promote and support the vision and direction of Godmanchester Community Academy by providing support to the Head of School and Executive Headteacher.

Main Responsibilities
<p>A. Leadership and management</p> <ul style="list-style-type: none"> • Act for the Head of School in their absence and oversee the running of the school. • Assist in whole school strategic planning through: School Development planning, analysis of data, setting of targets and making a significant contribution to Self-Evaluation. • Assist in collecting and collating evidence for inspections. • Attend weekly management meetings with the Head of School. • Represent the School at Local Governor Committee meetings. • Maintain positive relationships with Local Governors through effective communication between school and Local Governing Body. • Line manage Teaching Assistants; coordinate their performance management reviews and training- keep up to date records of staff training. • Represent the school at community events when required. • Ensure school management policies are adhered to at all times. • Carry out all statutory duties in line with Child Protection procedures and 'Keeping Children Safe in Education'.

B. Leading Teaching and Learning

- Aim to ensure that outstanding Teaching and Learning takes place throughout the school through coordinating the sharing of best practice amongst staff.
- Lead and implement whole school Teaching and Learning initiatives.
- Monitor and observe Teaching and Learning; support and develop staff accordingly.
- Monitor the quality of planning and marking in line with the monitoring calendar.
- Provide and assist in the delivery of CPD to staff.
- Lead on curriculum development and subject leadership ensuring high standards are met throughout the school by: working closely with teachers on planning; observing lessons and providing constructive feedback; leading staff meetings.

C. Behaviour Management

- Deal systematically with behaviour issues referred up by Class Teachers/Middays/Teaching Assistants.
- Monitor behaviour around the school ensuring that unacceptable behaviour is sanctioned in line with School Behaviour Policy.
- Manage lunchtime behaviour and have oversight of lunchtime staff.

D. Partnership

- Ensure the School's Vision and Values maintain a high profile in everyday school life.
- Meet with parents and manage associated issues.
- Meet with professionals/other agencies on behalf of Head of School
- Resolve conflicts between staff when requested by Head of School.