



JOB DESCRIPTION
ASSOCIATE ASSISTANT HEADTEACHER (SCIENCE)

POST TITLE: Associate Assistant Head Teacher (Science)

PAY SCALE: Leadership Spine (Leadership 10-14)

LINE MANAGER: Deputy Head Teacher (Standards)

POST HOLDER:

fMAT and BOURNVILLE PURPOSE:

Bournville is part of the Fairfax Multi Academy Trust which are committed to providing a first class education to each and every student that attends their Academies. The values of mutual respect, high expectations and ensuring the progress of every individual in a safe and welcoming environment, is the underpinning ethos that every employed member of staff is expected to demonstrate. Professional Development and assistance to support up-to-date practice will be offered to all, ensuring staff have the ability to effectively deal with the changing landscape of education and ensure that we continue to meet the Teachers' Standards that are set out.

Bournville Academy is committed to safeguarding the welfare of all children and young people and expects all staff to share this commitment.

CORE DUTIES SPECIFIC TO THIS POST:

The Associate Assistant Head Teacher will, under the direction of the Deputy Headteacher:

- Lead, plan strategically and manage the Science Faculty
- Lead and manage a whole school responsibility
- Line manage support staff within the Science Faculty area;
- To undertake such duties as are delegated by the Head Teacher;
- To model high professional standards for the whole school community;
- To ensure, in conjunction with colleagues, that the school's equal opportunities policies meet all statutory requirements, are effectively implemented and regularly reviewed.

ADDITIONAL DUTIES SPECIFIC TO THIS POST:

- To undertake the normal responsibilities of a Science Teacher;
- To carry out learning walks and observations, as arranged by the Deputy Head Teachers;
- To be a member of the extended Leadership Team and attend relevant meetings as well as Academy functions;
- To assist the Head Teacher in leading and managing the Academy;
- Play a major role under the overall direction of the Head Teacher in formulating and reviewing the Academy Plan and its objectives and targets by:
 - Writing, updating and establishing the policies and protocols through which they shall be achieved;
 - Leading and managing staff and resources to that end;
 - Monitoring progress towards their achievement.



THE MANAGEMENT OF STAFF:

- To be responsible for the line management and performance appraisal of staff both teaching and support staff in the Science Faculty;
- To participate in the recruitment and development of teaching and non-teaching staff of the Academy;
- To contribute to good leadership and management practice, by ensuring positive staff participation, effective communication and procedures;
- To participate in arrangements for the appraisal of the performance of teaching staff;
- The provision of professional advice and support and the identification of training needs.
- Hold staff to account for their professional conduct and practice
- Quality assure rigorously the work of others

CLASS TEACHER RESPONSIBILITIES:

- To undertake such duties as their respective Line Manager may determine as reasonably falling within the role;
- To undertake whole Academy duties as may be reasonably determined by the Head Teacher;
- To carry out the duties of a teacher as set out in the current Teachers' Standards Document;
- To develop students' Literacy and Numeracy skills within a specialist subject area;
- To differentiate each learning task to ensure all learners within a group make progress in every lesson, liaising with Learning Support Assistants as necessary;
- To regularly assess students work, give appropriate feedback (formative and summative) and use student data to plan differentiated tasks in lessons and homework;
- Ensure every student knows the progress they have made and understands how to progress further;
- To be an exemplary role model in terms of dress, punctuality and attendance;
- To attend and participate in Parent and Open Evenings as required;
- To uphold the Academy's Behaviour Policy and Uniform Code;
- To participate in staff training, INSET and Professional Development opportunities;
- Ensure that the learning environment is attractive, tidy, safe and conducive to student learning and model a paperless environment where possible;
- To adhere to the Academy policies regarding Health and Safety, ICT usage and educational visits/trips;
- To provide cover for staff in line with the 'Rarely Cover Agreement';
- Ensure student work books are exemplary

Name:

Signed: _____

Dated: _____

**PERSON SPECIFICATION
ASSOCIATE ASSISTANT HEAD TEACHER (SCIENCE)**

Category	Essential	Desirable
1. Qualifications/ Professional Development	<ul style="list-style-type: none"> ▪ Degree and qualified teacher status (or equivalent). 	<ul style="list-style-type: none"> ▪ Higher degree or evidence of further study.
2. Experience	<ul style="list-style-type: none"> • Experience of teaching Science across the age and ability range 11-16. • An outstanding classroom practitioner who has the capacity for strong positive impact in a management role. • Experience of developing resources and curriculum planning. • Breadth of Experience. • Strong professional development record. • Voluntary contributions beyond main role. 	<ul style="list-style-type: none"> • Experience of successful change management. • Record of success in more than one team.
3. Teaching and Learning	<ul style="list-style-type: none"> ▪ A secure understanding of the requirements of the National Curriculum ▪ Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils ▪ A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning ▪ Experience of effective monitoring and evaluation of teaching and learning 	<ul style="list-style-type: none"> ▪ Understanding of successful teaching and learning across the entire curriculum across all key stages ▪ Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management ▪ Some knowledge of Mastery & Depth in learning

Category	Essential	Desirable
	<ul style="list-style-type: none"> Secure knowledge of statutory requirements relating to the curriculum and assessment Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management Promoting SMSC of pupils across the curriculum 	
4. Subject Leadership	<ul style="list-style-type: none"> Experience of working within staff teams Ability to delegate work and support colleagues in undertaking responsibilities 	<ul style="list-style-type: none"> Experience of working with (governors) Academy Associates
5. Accountability	<ul style="list-style-type: none"> Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors, Ability to provide clear information and advice to staff and governors Providing high quality, differentiated learning opportunities to all children in the class 	<ul style="list-style-type: none"> Experience of presenting to (governors) Academy Associates Leading sessions to inform parents
6. Skills, Qualities & Abilities	<ul style="list-style-type: none"> A proven ability to design, monitor and evaluate classroom provision based on the identified learning needs of individual students. A proven ability to work sensitively with colleagues in helping them improve their everyday classroom practice. 	

Category	Essential	Desirable
	<p>Positive profile with pupils / staff / parents.</p> <ul style="list-style-type: none"> ▪ Excellent written and oral communication. ▪ Good professional networks / contacts. ▪ Good team player / builder. ▪ Empathy with young people of all levels and backgrounds. ▪ Capacity for further promotion. 	
7. References	<ul style="list-style-type: none"> ▪ Positive recommendation in professional references ▪ Good health and attendance record 	<ul style="list-style-type: none"> ▪ Professional reference without reservations
8. Safeguarding	<ul style="list-style-type: none"> ▪ Bournville Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants 	