



Job Description

Laurus Ryecroft

Assistant Head of School
Personal Development, Behaviour, Discipline & Welfare



Assistant Head of School

Personal Development, Behaviour, Discipline & Welfare

Salary: Leadership Spine
Location: Laurus Ryecroft
Start Date: Easter 2018

Purpose of the post

The Assistant Head of School for Laurus Secondary Schools will support the Head of School in providing inspirational leadership that secures outstanding educational outcomes for all pupils in their school. The Assistant supports the Head and Deputy in providing vision, leadership and direction for their school and ensuring that it is managed and organised to meet the school's aims and targets. Working with others, in particular the Head and Deputy the Assistant Head is responsible for evaluating the performance of their school and identifying the priorities needed for continuous improvement. The core function of the Assistant Head is to support the Head and Deputy in raising standards; ensuring equality of opportunity for all; developing policies and practices; and ensuring that resources are efficiently and effectively used to achieve the aims and objectives of their school.

The Assistant Head will take responsibility for the day to day running of the school in the absence of the Head and Deputy and will undertake appropriate teaching responsibilities.

The Assistant Head will support the Head, Deputy and LGB governors in fulfilling their responsibilities in line with national legislation. The Assistant Head will support the Head and Deputy in maintaining and developing the good name of the school and the trust at all times, both internally and externally.

Reporting to: Head of School

Reports: Any teaching and non-teaching staff within the school, under the brief provided by the Head of school

Generic responsibilities

To meet all teacher standards.

Key Accountabilities

Strategy and Leadership

- Support the Head and Deputy in complying with all obligations in the Trust's funding agreement, financial regulations/controls and the Schools' Financial Handbook
- To support the Head and Deputy in ensuring staff development needs are met
- To plan Professional Learning in consultation with the Head, Deputy and Trust colleagues
- To support the Head and Deputy in ensuring proper standards of professional performance are established and maintained
- To help promote the welfare, morale and motivation of all staff

Education and Curriculum

- Work with the Head, Deputy and CEO in producing the School Development Plan
- Support the Head and Deputy in delivering the School Development Plan and all agreed outcomes and KPIs
- Support the Head and Deputy in the management of staff to ensure teaching and learning objectives are met
- Ensure the agreed curricula is delivered and collaborate with the Head and Deputy on reviewing its effectiveness
- Shared responsibility with the Head and Deputy for the effective teaching and learning of children in the school, ensuring that the children have an appropriate, broad and balanced education in line with school policy and statutory requirements
- Promote the excellent behaviour and safety of all pupils
- Set the highest possible standards of classroom practice and model to colleagues
- Support the Head and Deputy in delivering high quality provision for disadvantaged pupils and those who are Looked After or have a Special Educational Need/Disability and reporting on the effectiveness of provision (in terms of value for money, education outcomes and success in diminishing the attainment difference) to the LGB and CEO
- Support staff with the planning, monitoring and delivery of the curriculum
- Keep abreast of current educational thinking
- Be involved in all aspects of the school's development

Finance

- Advise the Head and Deputy about resource needs in the school as appropriate

HR and Operations

- Support the Head and Deputy in the appointment of school staff
- Ensure Trust-wide HR Policies are complied with including Terms and Conditions of Employment and the Staff Handbook
- Comply with the Trust's Capability and Dismissal Policies

Shaping the Future

- To collaborate on the formulation & development of pastoral care at Laurus Ryecroft (LR)
- To collaborate on the formulation & development of behaviour & behaviour for learning policies at LR
- To collaborate on the formulation & development of safeguarding processes at LR
- To collaborate on the formulation & development of attendance processes at LR
- To collaborate on the formulation & development of rewards policies at LR

Responsibilities Specific to the Post

- To aid in the development of a clear vision for the provision of personal development and welfare for all students including specific groups
- To work collaboratively with the Head of School to ensure that the vision is realised operationally within the school
- To be the Safeguarding/ Child Protection Lead
- To line manage the HOY team
- To line manage SEN
- To line manage Careers/CIAG
- To line manager all duties in school
- To establish links between improvements in teaching and learning and attendance and behaviour
- To use the school quality assurance process to identify strengths and weaknesses in performance across the school
- To lead & contribute to assemblies
- To advise departments on effective behaviour strategies
- To lead on rewards and celebration
- To ensure that attendance and punctuality for all students is given high priority
- To be involved in Research and Development projects related to Pastoral Care
- To work collaboratively with the Head of School to develop & deliver an effective House System and to subsequently lead the House team
- To work collaboratively with the Head of School to develop and deliver an induction programme for new teaching staff
- To talent spot and plan for succession in leadership within the school
- To lead on the liaison with external agencies
- To attend and contribute at 'Friends of LR' meetings & events

As a leader in the Laurus Trust you will:

- show unswerving commitment to the shared vision and values
badge on shirt
- demonstrate impeccable standards of competency within areas of expertise.
- focus on learning
- have a sense of urgency for sustainable results
does whatever it takes
- challenge the status quo
eye on the horizon
- strive for autonomy whilst securing accountability
develops agency in others
- focus on team over self
demonstrates self-sacrificial leadership
- commit to continuous improvement for self and others
recognises that better is possible
- build trust through clear communication and expectations
develops commitment to the vision in others

As your sphere of influence grows, so grows your responsibility for stewardship of these guiding principles and qualities.

**The Trust is committed to safeguarding and promoting the welfare of children
and expects all staff to share this commitment.**

Person Specification

ESSENTIAL	
<i>Selection criteria (no priority order)</i>	<i>Method of Assessment</i>
Qualified teacher status	Application
In possession of a good honours Degree or equivalent	Application
In possession (or working towards) a masters level (or above) qualification in education	Application
Evidence of any other further professional study	Application
Commitment to developing high quality teaching and learning	Application/reference/interview
Commitment to inclusive education and equality of opportunity for all	Application/reference/interview
Considerable experience of leading whole school behaviour, discipline, attendance and rewards systems	Application
Considerable experience of working with external agencies	Application/interview
Experience of safeguarding procedures & systems	Application/reference/interview
Ability to manage change and to judge when there is need for change	Application/reference/interview
Proven excellence as a classroom teacher	Application/reference/interview
Ability to work under pressure and prioritise effectively	Application/reference/interview
High order interpersonal and communication skills and ability to relate to a wide cross section of people	Application/reference/interview
A proven record of involvement in whole school issues	Application/reference/interview
Ability to draw on ideas from research & other context to improve practice within the school	Application/reference/interview
Evidence of commitment to your own professional development	Application/interview
Good presentation skills	Application/interview
Excellent ICT skills	Application/interview
Personal impact and presence	Reference/interview
A sense of humour and a positive outlook	Reference/interview
Excellent health and attendance record	Reference
A record of implementing change programmes to raise standards relating to student progress	Application/interview
Successful leadership and management of a team	Application/interview
Proven track record in providing guidance, support and advice to students	Application/interview
The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment	Application/interview