



Little Ilford School - Job Pack
Assistant Headteacher



LITTLE ILFORD SCHOOL
ASSISTANT HEADTEACHER
Inner London Leadership Range L14-18

The specific job description for this post will be decided following the appointment of the successful candidate.

As a member of the Senior Leadership Team, you will share responsibility for whole school progress, attainment and achievement. You will have highly developed leadership skills and attributes, which will assist us in our drive towards strong outcomes for all students. All members of SLT are responsible for ensuring the school is a safe, calm and stimulating environment for learning. There will be a shared responsibility for monitoring and evaluating, which will be strategic and will inform future action and practice. You will work with the SLT to deliver the highest quality of teaching and learning and professional development.

Leading Teaching and Learning:

You will share the responsibility for raising the quality of teaching and learning.

As a member of the SLT and as a line manager you would be expected to:

- Ensure active and engaging learning activities
- Support teachers in extending their repertoire so that all students access the curriculum
- Ensure teachers in your areas match the learning to the needs and ability of individual students.
- Support and enhance the impact of Assessment for Learning.
- Ensure learning and financial resources are maximised to improve student achievement and attainment.

Shaping the School's Future

- Generate new ideas and strategies to achieve the school's vision.
- Work creatively to overcome barriers, solve problems and to achieve the desired outcome.
- Strategically plan for both the short and long term to sustain the momentum of an initiative.
- To adapt and refine actions where and when necessary.
- Develop the creative ideas of others.
- Lead and manage change whilst creating ownership in others.

Lead and Develop Others

- Be a role model that reflects a high standard of leadership.
- Recognise, develop and maximise the potential of others.
- Create effective teams, which share a corporate focus and responsibility.
- Support, guide and coach staff.
- Challenge ineffective practice and provide strategies for improvement.
- Continue to develop your own leadership capacity.
- Develop the capacity of future leaders.

Curriculum Development and Assessment

You will have responsibility for contributing to and supporting:

- Curriculum initiatives.
- Colleagues to provide a curriculum that meets the needs and requirements of students, local and national initiatives.

You will

- Have a holistic understanding of whole school data and how that relates to an individual student.
- Be able to readily analyse and evaluate data to monitor and measure the impact of school developments.
- Be able to maximise evaluation and feedback to inform action and sustain good progress.
- Maximise data and other evidence to ensure consistent and progressive impact on the quality of students' learning, achievement and attainment.

These are the main areas of responsibility but all job descriptions may be reviewed according to the needs of the school.

You will also be required to:

1. Teach for an appropriate proportion of the week.
2. Carry out SLT duties.
3. Have responsibility for promoting and safeguarding the welfare of children and young people.
4. Manage, implement and review specific school policies.
5. Line manage a department and/or year group.
6. Be responsible for behaviour management, with all members of SLT.
7. Carry out duties and responsibilities necessary for the smooth running of the school, as required by the Headteacher.
8. To fulfil the conditions of employment for schoolteachers as laid down in the latest School Teachers' Pay and Conditions Document

Little Ilford School and the Borough of Newham is an Equal Opportunity employer.

Person Specification

Qualifications, Education and Training

DFE Teacher Status

Experience

1. Experience at Middle/Senior Leadership level.
2. Highly successful experience of leading, sustaining and completing high impact initiatives that have enabled school progress.
3. Experience of leading and managing a range of staff and resources in a change context.

Skills and Abilities

1. Ability to analyse your own performance to inform your practice and development.
2. Able to create, initiate and sustain focus and motivation.
3. Able to inspire and motivate others towards a common goal.
4. Be an effective and proactive member of a team.
5. Create and manage your workload effectively and meet challenging deadlines.
6. To plan strategically in order that there is 'joined up thinking'.
7. Ability to form and maintain appropriate relationships and personal boundaries with children and young people, including those with challenging behaviour.

Knowledge

1. Have a range of leadership strategies and skills to fit any given situation.
2. Excellent communication skills, which you can utilise with a variety of audiences.
3. Have a variety of strategies to enable you to manage and maximise your time.
4. Have an up to date knowledge of national initiatives, and the ability to select those which will enhance our school progress.
5. Have a broad range of ICT skills.