

**Wheatley Park School**

**Assistant Headteacher**

**September 2018**

**Job Description**

 **1. Introduction**

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| As a member of the senior leadership team at WPS, your fundamental shared responsibility will be for leading the school to achieve its vision of becoming a sustainably outstanding school in accordance with our values of Everyone Learning and Everyone Caring.We expect current and future members of the leadership team to lead in a range of areas over time both for their own professional development and also to best deploy the relative strengths of team members. Therefore, although the vacant Assistant Headteacher role is for leadership of behaviour for learning under the current leadership structure, the existing team is willing to reshuffle their current roles to afford maximum flexibility around the role of the successful applicant. Our priority is to recruit the highest calibre senior leader to our team first and then seek to optimise roles and responsibilities across the team by mutual agreement once the appointment has been made.Therefore, underneath the generic leadership team roles and responsibilities expected of all WPS senior leaders below, you will find the current leadership team structure to give an idea of the specific areas of responsibility that might be matched to the successful candidate, dependent on their experience, expertise and interest.  |

**2. Post Details**

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| **Grade** | L11-L15 |
| **Reporting to** | Headteacher |
| **Generic leadership team roles** | **1. To lead the ongoing development of teaching and learning:*** by modelling good practice, which is reflective, flexible and promotes the highest expectations.
* by leading training and contributing to a school-wide ethos of continuing professional development and learning for all.
* by monitoring the practice of others and giving effective feedback which leads to improvement
* by acting as a coach to others in a range of scenarios including developing middle leadership

 **2. To build and maintain a school culture with the highest expectations in accordance with our school values:*** by playing your part in routines around behaviour, such as being ‘on call’ and participating in ‘standards fortnight’ drop-ins.
* by leading a duty team and supporting excellent leadership presence and assertive supervision of social time.
* by leading assemblies and other whole school community events.

**3. To contribute to strategic planning for school improvement, and to secure accountability:*** by engaging in and leading aspects of school self evaluation and reporting to Governors as well as external bodies as required.
* by contributing to the generation of ideas and developing practices through research, networking and reflection.
* by contributing specifically to the school improvement plan and being accountable for specific outcomes defined therein.

**4. To support the effective day-to-day operational leadership and management of the school:*** by line managing named middle leaders and providing a balance of support and challenge to ensure the ongoing impact of their work.
* by contributing to the life of the school at community events.
* by being a supportive professional leader for all staff on a day-to-day basis.
* by ensuring that children’s safety and wellbeing are prioritised at all times.
* by developing and participating in external partnerships as part of being an outward-facing school.
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| **Specific leadership roles** | To be mutually agreed with the headteacher after appointment based on the successful candidate’s experience, expertise and interest.  |

**3. Current leadership team structure 2017-18 subject to potential change after the appointment of the successful candidate**

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|  | **HT** | **DHT (Pastoral)** | **AHT (Pastoral)** | **AHT (Pastoral and Curriculum)** | **DHT (Curriculum)** | **AHT (Curriculum)** |
| **Focus** | **Strategic Overview** | **Culture and Ethos** | **Behaviour for Learning** | **SEND, Inclusion and Safeguarding** | **Curriculum, Assessment and Data** | **Teaching and Learning** |
| **Key roles** | Strategic planningMonitoringSelf-evaluationStaffingPersonnelStaff wellbeingExternal networks | PPG ChampionAttendanceStudent leadershipSMSC/PSHECareersRSL (student facing) | Behaviour for learningSanction and rewardAnti-bullyingTransitionUniform | SENDCODSLLAC and LPAStudent wellbeingVulnerable admissions and transition | TimetableCurriculumData tracking and interventionAssessment and reportingRSL (non-S facing) | Teaching and learningCPDLAppraisalInductionITT and NQTsG-Suite |
| **SDP** | 2017-20 WIGEveryone nurtured (staff)Everyone leading (staff) | Everyone hereEveryone belongingEveryone leading (students) | Everyone behaving | Everyone accessing learningEveryone nurtured (students) | Everyone on track | Everyone taught wellEveryone learning everywhere |
| **SLT links** | SLTHistoryGeographyRESoc/Psych | Yr 10/11 HoYsAttendance teamCareers teamAZP/Tailored Provision | Yr 7/8/9 HoYs | SEND staffHub staffSchool nurseCounsellors | Core HoFsLiteracy linkSixth FormExams and data manager | Tech EntPEArtsLanguages |
| **Meetings and operational**  | SLT strategic meetings - agendas | SLT operational meetings - agendasHoY meetingsStudent MinistriesExtended tutorialsEVCAssembliesBreak DutiesAdmissions | HoY meetingsKS3 Awards Evening | Case ReviewsVirtual schoolOSCBKS3 RAP PanelsIYFAPLunch duties | HoF meetingsKS4 RAP PanelsHomeworkBTEC QN | HoF meetingsT&L briefingsCover |

***Tim Martin***

***September 2018***