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| **Glebe School: Assistant Headteacher (L10-15)**  **Specialist Learning Trust**  *An ambitious, inspirational trust, providing outstanding learning and support*  **Job Description - September 2019** |

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| **Main responsibilities** | * Lead, Monitor and Evaluate the quality of teaching, learning and assessment * Lead, Monitor and Evaluate the Personal development of pupils * Lead on developing the curriculum and wider curriculum innovation, including lunch-time offer * Embed an Exciting, Relevant and Inclusive CPD program for all staff * Oversight and lead for School Assemblies and training days * Responsibility for leading and evaluating Literacy and Numeracy across the curriculum * Responsibility for leading the school’s pupil and staff wellbeing strategy * Develop school working parties to include staff and obtain development plan aims * Leading and coordinating school accreditations * Line Manage Heads of Department and Teachers * Work closely with the Careers officer to coordinate a work skills program for all pupils * Oversee and report on interventions for all key stages * NQT lead (if and when we have NQTs) * Work closely with the DHT to learn how to write the School Timetable * Work closely with the DHT in continuing working partnerships * Developing new partnerships * Responsible for reporting on the impact of Pupil Premium spending * To teach subject specialism or other subjects depending on curriculum demands |
| **Strategic responsibilities** | * Develop positive working relationships with and between all staff and provide and sustain motivation * Lead groups of staff in developmental needs, delegate appropriately and evaluate outcomes * Contribute to the implementation of the Trust’s Appraisal policy * Support staff with matters of student behaviour and discipline * Contribute positively to the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities. * Leadership and strategic development * Working with Subject Leads to quality assure work across the Academy * The implementation of whole Academy policy and practice * Contributing to whole Academy and wider community development * Undertaking professional duties and tasks as reasonably delegated by the Principal * Participating in whole Academy planning and policy making * Attending senior staff and other Academy committees and meetings * Liaison with appropriate agencies outside of Academy, e.g. LA advisors and inspectors, industry, business and the wider community * To lead on responsibilities as directed by the Headteacher |