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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
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| **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
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