

## Job Description

### Assistant Head (Academic)

An outstanding individual is required to become Assistant Head (Academic) at LAE Tottenham. The key role of the Assistant Head (Academic) will be to ensure that students are given consistently outstanding experiences within and beyond the classroom. In fulfilling this role, the successful candidate will model the values of the school in being academically ambitious, committed to endeavour, having a strong sense of community and consistently reflective.

Consideration will be given to both full-time and part-time applications.

#### **Key strategic responsibilities of the post:**

- To enable students to develop high levels of cultural capital and a sense of the intrinsic importance of learning
- To develop an ethos of student leadership and ensure that structures for student voice are robust, effective and impactful
- To strategically plan high quality support for students who are applying to the most competitive university courses, in the UK and abroad

#### **Specific tasks to achieve the above:**

- To lead the planning and delivery of an academic literacy programme, designed to ensure that students have a strong understanding of the intrinsic value of academic study and develop skills in order to access the world of academia
- To work with lead teachers to design programmes of support for students making applications to Oxford, Cambridge and other leading universities in the UK and abroad, using the resources of partner schools as necessary
- To deliver a high quality programme of speakers and lectures, which complements the LAE Tottenham curriculum
- To develop a high quality programme for student leadership across all areas of the school
- To ensure that student voice structures are systematic and impactful, developing a sense of agency in the student body
- To support students to develop excellent independent learning skills

- To lead on the delivery of a coherent EPQ programme and feed into other decisions regarding curriculum innovation
- To act as the school's trips coordinator, ensuring that students are given a range of opportunities beyond the school building and that offsite visits are high quality, varied and safe

**Line management:**

- With the Deputy Head (Academic), the line management of subject Lead Teachers (to be agreed)
- Librarian and School Data Analyst

**General responsibilities as an Assistant Head:**

- Fulfilling a teaching timetable as required
- Reporting directly to the Deputy Head (Academic)
- Contributing to the formulation of strategic direction of the school
- Assisting in the preparation, reviewing and implementation of LAE Tottenham's School Development Plan, Self-Assessment Framework and reports for the Board of Governors
- Presenting to Governors as appropriate on matters relating to the specific job role
- Contributing to and responding to LAE Tottenham's ongoing self-evaluation, including through departmental reviews and the cycle of review and revision of policies
- Supporting LAE Tottenham's preparation for OfSTED or similar inspections, taking responsibility for one or more aspects of the inspection framework

**General responsibilities of an LAE Tottenham member of staff**

- To promote a culture of aspiration for all of our students
- To be supportive and understanding of the differing needs of young people
- To play a full part in the CPD programme, including prior to the start of the academic year
- To take part in evening and weekend events as appropriate
- To model intellectual rigour and a can-do attitude
- To support an atmosphere of openness and honesty
- To care for all other members of the school community
- To show a genuine passion for social mobility



### **Other clauses:**

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly may be subject to modification or amendment at any time after consultation with the holder of the post
- This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Principal
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties
- The postholder may deal with sensitive material and should maintain confidentiality in all school related matters

### **Recruitment and selection policy statement**

The school's governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school is committed to creating a diverse workforce and actively encourages people from a range of communities, particularly those under-represented in education leadership nationally, to apply.

### **Person specification**

Essential professional criteria	How these will be confirmed
<b>Qualifications</b> A good honours degree in or closely related to a subject taught at LAE Tottenham Excellent grades at A-Level or equivalent A track record of effective CPD	Sight of original exam certificates / academic qualifications will be requested
<b>Knowledge and Experience</b> Successful leadership experience in a middle-management role or other whole school responsibility	There will be opportunities at interview to discuss

Experience of leading high quality training for individuals or groups of staff	experiences and examples that demonstrate these
A developed knowledge of what constitutes outstanding teaching and learning	

<b>Knowledge and Experience</b> Experience of successfully teaching high achieving students and an understanding of their needs Ability to lead, to manage (both 'up' and 'down'), to delegate well and to work collaboratively and build teams Very effective, clear communication skills, both written and spoken Ability to work swiftly and accurately at times or under pressure while retaining an overall 'bigger picture' Experience of building partnerships with educational and other organisations for the benefit of students	There will be opportunities at interview to discuss experiences and examples that demonstrate these
<b>Personal Qualities and Attributes</b> Adaptability and flexibility to be part of the growing leadership team of a new school A style of working and a professional intelligence which engender ambition, high standards and critical self-reflection in others Reserves of energy, stamina and patience which will allow the post-holder to deal with a large operational portfolio reliably and efficiently An excellent rapport with pupils and a genuine, well-informed interest in them Excellent judgement A passion for social mobility An ability to plan strategically and to implement plans effectively	There will be opportunities at interview to discuss experiences and examples that demonstrate these attributes. Referees will also be asked about these.

<p>The ability to make difficult decisions and to mobilise support for these</p> <p>Tenacity, especially in ensuring high standards of teaching and learning</p> <p>The highest levels of emotional intelligence</p> <p>A sense of humour</p>	
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Desirable professional criteria	How these will be confirmed
<p><b>Qualifications</b></p> <p>Postgraduate degree and or further relevant professional studies</p>	<p>Sight of original exam certificates / academic qualifications will be requested</p>
<p><b>Knowledge and Experience</b></p> <p>Knowledge of development planning on a whole-school level</p> <p>Experience of working with governors</p> <p>Experience in more than one school</p>	<p>There will be opportunities at interview to discuss experiences and examples that demonstrate these</p>

### How to apply

Please complete the online application form (including the contact details of two referees).

The application form can be accessed via: [www.tes.com/jobs](http://www.tes.com/jobs)

Closing date: Sunday 13 January 2019

Interviews: w/c 21 January 2019

