



### **Job Description**

**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

<b>Job Title:</b> Assistant Head Teacher	<b>Salary Range:</b> L6 - L15
<b>Accountable to:</b> Deputy Head Teacher and Head Teacher - CORE Education Trust	

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### **Job purpose:**

Promote professional leadership and management to the Academy. Promote a secure foundation from which to achieve high standards in all areas of the Academy work. Contribute to the high quality education by effectively managing teaching and learning. Support and contribute to a culture that promotes excellence, equity and high expectations of all pupils.

### **Main responsibilities**

- Contribute to the curriculum/assessment development within the Academy and the monitoring of its impact.
- Develop and oversee the school's quality assurance process to ensure all areas of the school are working effectively.
- To support on curriculum and any other designated areas as directed by the Head Teacher.
- Support the Academy's performance management procedures.
- Contribute to staff development activities.
- Work closely with the Leadership Team, taking a leading role in developing, implementing and evaluating policies and practice that contribute to the Academy's improvement.

- Play a full role in the development of the Academy's school development plan and self-evaluation process.
- Line manage subject and vocational leaders.
- Lead and support all staff.
- Attend Governing Body/Trust meetings as required.
- Demonstrate excellent and innovative pedagogical practice.
- Have an understanding of the most effective teaching strategies, how to select and use approaches that personalise the learning experience to provide opportunities for all learners to achieve their potential.
- Liaise with Middle Managers in monitoring student attainment across the Academy.
- Provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development in order to maximise pupil progress.
- Lead and monitor the professional development of staff in the school.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Any other duties deemed appropriate to the grade and workload as requested by the Head Teacher.
- To participate in the operation of the Academy's appraisal scheme.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

## **Responsibilities**

### Safeguarding

The jobholder is expected to observe their obligations in accordance with the CORE Education Trust Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Child Protection Procedure can be obtained from the jobholder's line manager.

### People

The jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description.

### Staffing

Responsibility for employees with the Academy, as directed by the Head Teacher.

### Financial

No financial responsibility other than a responsibility to report to the Head Teacher, Chair of Governors, CORE Education Trust any financial risks identified e.g. cash not secured, potential theft or impropriety.

### Physical Resources

The post holder will be responsible for the physical resources required to perform their role e.g. computer, software.

## **Special Conditions of Employment**

### Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Head Teacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction, caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

### Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### Equality and Diversity

CORE Education Trust is committed to equality and values diversity. As such it is committed to fulfilling its equality duty obligations, and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people with whom they come into contact with dignity and respect, and are entitled to expect this in return.

### Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Academy they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

<b>Job Description Reviewed By: Headteacher</b>
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<b>Date: 14<sup>th</sup> February 2019</b>
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## Education Trust

### Person Specification

<b>Job Title:</b> Assistant Head Teacher	<b>Salary:</b> L6– L15	<b>Location:</b> CORE Education Trust
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The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

All posts will be subject to a DBS clearance at Enhanced level.

	Essential	Desirable
<b>Education, Training and Qualifications</b> <ul style="list-style-type: none"> <li>Degree or equivalent</li> <li>Qualified Teacher Status</li> <li>DSL accreditation</li> <li>Evidence of and commitment to continuing professional development</li> <li>Trained Ofsted inspector</li> </ul>	X X  X	  X  X
<b>Experience, Knowledge, Skills /Competencies</b> <ul style="list-style-type: none"> <li>Experience of implementing behaviour management strategies</li> <li>Successful school teaching experience with experience of teaching across the age and ability range</li> <li>Demonstrable senior management experience</li> <li>Successful contributions to school self-evaluation, improvement planning and target-setting</li> <li>Proven track record in contributing to raising achievement</li> <li>Proven experience of a range of assessment strategies</li> <li>Demonstrable experience of leading interventions for students underachieving through behaviour/emotional/wellbeing concerns</li> </ul>	X  X X  X X X X	
<b>Leadership</b> <ul style="list-style-type: none"> <li>Demonstrable ability to manage the process of change effectively</li> <li>Leadership of staff professional development sessions</li> <li>Demonstrable ability to lead, motivate, develop and inspire staff and to encourage student and parental involvement</li> </ul>	 X X	X
<b>Teaching</b> <ul style="list-style-type: none"> <li>Teaching judgments that are consistently 'Good' or better</li> </ul>	X	

<b>Developing Literacy and Numeracy and high ability provision</b> <ul style="list-style-type: none"> <li>• In depth knowledge of best practice in teaching and learning, including the use of the latest technologies, to support student learning</li> <li>• Use of innovative approaches to the development of teaching and learning, including assessment for learning</li> <li>• Experience of coaching/mentoring to support the development of colleagues</li> </ul>	X  X  X	
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>• Resilience, the ability to work under pressure and meet deadlines</li> <li>• Ability to think strategically, creatively and to prioritise</li> <li>• Excellent communication skills (including written, oral and presentation skills)</li> <li>• Excellent interpersonal skills</li> <li>• A commitment to the CORE Education Trust vision, values, aims and the objectives of its academies programme</li> </ul>	X  X X  X X	