**Aureus School - Job Description**

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| **Job Title:** | Senior Leader | **Job Reference:** | AU2017SL |
| **Location:** | Aureus School, Didcot | **Travel required:** | No |
| **Level/salary range:** | L15-22 | **Date posted:** | March 2016 |
| **Key Accountabilities:** |
| **Student Outcomes Leadership Responsibilities:** |
| * Enable all students to ‘grow, learn and flourish’ as whole individuals.
* Enable all students to achieve excellent academic outcomes and exceed expected progress.
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| **Strategic Leadership Responsibilities:** |
| * Support the development and implementation of the vision and strategic direction of the school
* Contribute to the self-evaluation of learning and teaching on a whole school level
* Impact on the quality of learning & teaching through strategic responsibilities
* Set a clear vision and action plan for the designated areas of responsibility
* Have a significant, measurable and sustained impact in the designated areas of responsibility
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| **Teaching and Learning Responsibilities:** |
| * Create and maintain a high quality learning environment
* Undertake a designated programme of teaching across all key stages
* Ensure the effective/efficient deployment of classroom support
* Teach consistently high quality lessons as highlighted in the new Teaching Standards
* Contribute towards reviewing, developing and refining schemes of work for departments taught in to extend and improve current resources.
* Act as a role model through an open door policy in lessons and modelling best practice
* Maintain appropriate records and to provide relevant, accurate and up-to-date data
* Complete the relevant documentation to assist in the tracking of students
* Monitor the quality of learning experience of students and lead appropriate intervention where required
* Set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
* Prioritise and manage time effectively, undertaking continued professional development in line with the role
* Follow and model the school policies and procedures
* Maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
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| **Professional Learning Responsibilities:**  |
| * Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology in general, and in the curriculum areas taught in.
* Provide highly effective CPD for staff relevant to their areas of strategic responsibility
* Stay abreast of current issues and support other colleagues in keeping their knowledge and practice up to date
* Innovate by disseminating reading, research and new concepts
* Provide regular feedback for colleagues in a way which recognises good practice and results in tangible impact on student learning
* Establish clear expectations and constructive relationships among staff
* Contribute to the Performance Management process
* Contribute towards the induction and mentoring of newly qualified teachers
* Participate in the Initial Teacher Training programme within the school
* Contribute to the Teaching School offer
* Advise on professional development and support staff in a coaching and mentoring role
* Support teachers experiencing difficulties
* Take part in the staff development programme by participating in arrangements for further training and professional development.
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| **Behaviour & Safety Responsibilities:** |
| * Promote a positive attitude to learning and celebrate student success, ensuring high achievement, regular attendance, excellent behaviour, good punctuality and good personal organisation
* Ensure that students follow the school policy regarding uniform and taking appropriate action
* Oversee the consistent and fair application of the behaviour policy within the school
* Undertake break and lunch duties
* Lead on the sharing of best practice relating to positive behaviour management
* Apply and develop rewards and sanctions systems in conjunction with the leadership team
* Participate in the ‘OnCall / Patrol rota
* Oversee the organisation of appropriate sanctions for students such as internal exclusions
* Make recommendations to Headteacher regarding external fixed term and permanent exclusions with accompanying evidence
* Meet with students causing concern and contact home where necessary in conjunction with student support teams
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| **Safeguarding Responsibilities:** |
| * Be aware of the responsibility for safeguarding children and to help lead the application of the Safeguarding and Safe Practices policy within the school
* Comply with the school’s Safeguarding Policy in order to ensure the welfare of children and young persons
* Take responsibility for safeguarding issues and ensure that Senior Designated Officer (and Safeguarding team) are informed of concerns
* Lead on the monitoring of student progress, safety and support for students on the safeguarding register in House
* Contribute to the provision of guidance of students on safe guarding and safe practices
* Liaise with outside agencies as appropriate, including playing a lead role in Child in Need meetings
* Ensure the school safeguarding policy has been followed in the areas of strategic responsibility (including vetting procedures for staff and visitors; safer recruitment; child protection; safe practices)
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| **Financial Accountability Responsibilities:** |
| * Ensure effective management of resources
* Ensure that expenditure that takes place under their areas of strategic responsibility follows the correct financial procedure – with funding being secured prior to expenditure
* Ensure financial expenditure stays within budget and is spent effectively, creating value for money
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| **Extended Leadership Responsibilities:** |
| * Contribute towards the wider responsibility of the leadership team to provide coverage of provision, events, trips and intervention outside of the standard 195 days of the academic year.
* Ensure leadership coverage during school holidays so that staff, families and external partners have relevant contact points
* Provide operational support to non-teaching staff teams that work during school holidays
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| **Community Partnership Responsibilities:** |
| * Develop positive relationships with the external community of the school in relation to strategic responsibility
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| **Communication Responsibilities:** |
| * Model how to effectively and professionally communicate with staff, students and parents
* Follow agreed policies for communications within and beyond the school
* Attend, lead and contribute to meetings
* Provide staff with appropriate dates for activities and deadlines
* Communicate effectively with the parents of students as appropriate
* Ensure that parental contact is acknowledged within 24 hours of receipt and ensure appropriate colleagues involved
* Log all parental communication in all its forms
* Ensure parents are informed of all relevant information and incidents (positive and negative)
* Contribute towards school marketing as required
* Communicate and co-operate with persons or bodies outside the school
* Contribute to marketing and liaison activities such as Open Evenings, Parents’ Evenings, Strategic Partner events
* Develop effective subject links with external agencies
* Seek, staff, student and parent feedback within agreed cycles
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| **Professional Conduct:** |
| * Lead by example acting with integrity and respect in all aspects of their leadership, showing professional regard for the policies, practices and ethos of the school, to foster positive relationships and attitudes and to inspire and motivate.
* Show an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
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| **Personal Responsibilities:** |
| * Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
* Support the school in meeting its legal requirements for worship, PSHE, citizenship and careers guidance
* Promote school policies and procedures
* Be responsible for own continued professional development
* Comply with the school’s Health & Safety policy and undertake risk assessments as appropriate.
* provide a welcoming environment by modelling how to be courteous to colleagues, visitors and telephone callers
* Undertake duties before the school day, at break, at the end of the lunch period and after the school day on a rota basis
* Attend meetings scheduled in the school calendar punctually
* Contribute towards governor meetings as and when required
* Any other duties commensurate with responsibilities of the Senior Team as directed by the Headteacher
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| **Accountable to:** |
| * All Senior Leaders will be line managed by the Headteacher
* GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
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| **Safeguarding:** |
| * We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure.
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| **Wellbeing:** |
| * We are passionate about creating a culture of wellbeing where all staff and students are valued and supported so that we can all ‘grow, learn and flourish’.
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| **Diversity:** |
| * We particularly welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.
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| **Flexibility:** |
| * We are open to applications from educators seeking flexible roles including part-time, job share and co-leadership responsibilities.
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