



# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Assistant Headteacher</b>
<b>Reporting to</b>	<b>Mr Damian Kenny (Executive Headteacher)</b>
<b>Main purpose of job</b>	<p>This is a fantastic opportunity to join the Senior Leadership Team at the West Hub Primary Learning Partnership (WHPLP). The WHPLP is made up of Park View Academy and Blacklow Brow School. The base for this position is Park View Academy.</p> <p>The role is to work as part of a successful leadership team and have the vision as well as the skills to support the development of the WHPLP.</p> <p>To act in the role of Assistant Headteacher and to provide support to the Executive Headteacher as and when required.</p>
<b>Key responsibilities:</b>	
<ul style="list-style-type: none"><li>• Overarching support, alongside the Executive and Deputy Headteacher for the day to day running of the school</li><li>• Teaching role with allocated time for key responsibilities</li><li>• To lead a core subject, or part of, to meet and exceed national expectations</li><li>• Modelling the highest possible standards of personal professional conduct</li><li>• High quality Leadership and Management of identified responsibilities to secure:<ul style="list-style-type: none"><li>➤ Improvement in attainment for students</li><li>➤ High quality Teaching &amp; Learning</li><li>➤ Effective strategic direction, Leadership &amp; Management</li><li>➤ Excellent relationships with and between all staff (teaching and support staff)</li><li>➤ Effective use of resources and a safe and healthy working environment for students and staff</li></ul></li><li>• Overall responsibility for a leadership role in the school (to be decided dependant on the skills and experience of the successful candidate)</li><li>• Achieving agreed annual targets for the role as established through the Performance Management process</li><li>• Establishing and promoting the school's brand to external organisations</li><li>• Ensuring the safety and welfare of students</li><li>• Meeting the Teacher Standards and the Post Threshold Teacher Standards as described in the School Teachers' Pay and Conditions of Service document</li><li>• Line manage and appraise identified staff and create an appraisal timetable for the year for all staff.</li><li>• Monitor standards across the school including reviewing long and medium-term planning.</li><li>• Work with the Executive Headteacher and other SLT to coordinate the planning of CPD for all staff.</li><li>• The Assistant Headteacher will demonstrate a commitment to teaching and have an extensive knowledge and understanding of how to use and adapt a range of teaching and learning strategies to provide opportunities for all learners to achieve their full potential.</li></ul>	
<b>Main duties</b>	

- As staff with specific responsibilities appointed, they will be encouraged to use their initiative and innovate in order to raise standards.
- Inspire, motivate and lead, demonstrating the highest standards of personal professional conduct
- Deliver consistently good and outstanding lessons
- With the Executive Headteacher, establish and lead a culture that promotes excellence, equality and high expectations for all students
- Safeguard and promote the welfare of children and young people throughout the schools, working closely with the Executive Headteacher and other members of the Senior Leadership Team
- Ensure that reward and discipline procedures and processes are consistently applied to ensure good student behaviour, that allows students to be ready to learn as well as make good progress in class
- With the Executive Headteacher, build strong and supportive teams at senior, middle leadership and whole staff level based on excellent communication, shared vision and best practice
- Represent the school at external and internal events in a professional and enthusiastic manner
- Prepare the school for a successful Good/Outstanding Ofsted
- Actively support the governing body by preparing reports, documentation and presenting information to the board/committees
- Responsibility for the effective leadership and management of the agreed area of responsibility

Additional responsibilities and specifics relating to these will be agreed with the successful candidate.

**All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the academy and beyond
- To represent the academy at events as appropriate
- To support and promote the academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder