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| **Post Title:** | Assistant Headteacher | | |
| **Grade:** | Leadership Scale 14-18 | **Hours:** | Full time (permanent) |

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| **Job Purpose:**   * To assist the Headteacher and SLT with the day to day running of the academy, providing professional leadership and management of the School Strategic Plan priorities according to remit. * In partnership with the Headteacher and Senior Leadership Team, provide professional leadership and management of a key area throughout the school. * Maintain a high profile around the academy modelling high standards. |
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| **Description of Duties and Responsibilities:**  **Strategic Direction / Shaping the future**  To work as a member of the Senior Leadership Team to implement and influence the strategic direction of the Academy and to plan, organise, monitor and evaluate its successful delivery:   * Contribute to modelling the ethos, values and overall purpose of the academy; * Inspire, challenge, motivate and empower others to attain challenging outcomes; * Contribute to the formulation, monitoring, evaluation and implementation of the Strategic Development Plan; * Collaborate with and guide colleagues in the development and implementation of policies which reflect the Academy’s commitment to ensure all students make progress; * Assist the Headteacher in preparing information for the Governing Body. This may include attending meetings when regarding your area of responsibility. * Be a strong presence in the Academy by walking the job to ensure Academy policies and expectations are adhered to by all staff and to demonstrate a passion for the education of young people; * Contribute to the Academy monitoring and Self-Evaluation procedures, including observing lessons, scrutinising work and analysing performance data.   **Resource and People Management**   * Line manage middle leaders, teachers and support staff within the academy to ensure effective provision and delivery of the curriculum, securing high quality teaching, learning and assessment throughout the key stages. * Participate in the recruitment and deployment of teaching and support staff. * Support staff within your team and within the whole school in achieving high standards through effective CPD. * Implement effective appraisal through line and performance management processes. * Assist the Headteacher by ensuring the people and resources within their designated areas of responsibility are organised and managed to provide an efficient, effective and safe learning environment. * Oversee and evaluate subject / area(s) budget allocation to ensure the budget is spent in line with subject / area learning priorities and best value principles. * Manage and allocate resources to support effective learning and teaching within the designated area of responsibility. * Monitor and control the use of resources and budget according to the schools agreed financial procedures.   **Developing Self and Working with Others**   * To be a positive role model, treat people fairy equitably and with dignity and respect to create and maintain positive school culture. * Contribute to good management practice by ensuring positive staff participation and effective communication and procedures. * Maintain high standards of professional behaviour and presentation to reflect the expectations made of our students and staff; * Participate in the Academy’s Performance Management process.   **Strengthening the Community**   * Welcome parental and community involvement in the life and work of the Academy. * Contribute to building a collaborative learning culture within the school and actively engage with others schools to build effective learning partnerships. * Assist the Headteacher and SLT to work collaboratively at both strategic and operational levels with parents and carers.   **Specific Duties for Assistant Headteacher**   * Carry out a teaching commitment within the general framework of the Academy timetable. This will include teaching the full age and ability range. * To participate in and coordinate on call and duties during and after school. This will also include some evenings. * Attend and organise Academy events and functions, as well as attend appropriate meetings with colleagues and parents/carers and parents evenings. * To be responsible for the review of practice and designated policies to meet statutory requirements and national guidelines. * Promote the Academy’s behaviour policy and address inappropriate behaviour in a manner that reflects the Academy’s ethos. * Deliver assemblies and speak at other public events to reinforce the Academy’s published vision, values and ethos.   The Assistant Headteacher may also be required to undertake other reasonable duties as may be requested by the Headteacher or Deputy Headteacher in their absence from time to time.  This job description is subject to the general conditions of service for a Teacher as set out in the schools teachers pay and conditions document. |
| **AND such duties as are within the scope and the spirit of the job purpose,**  **the title of the post, and its grading.** |

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| **Special Requirements** |
| This Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.  All posts within this Academy are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Disclosure and Barring Service. A copy of the Academy’s Child Protection Policy statement is enclosed.  All duties and responsibilities must be carried out with due regard to the Academy’s Health & Safety Policy and Health & Safety at Work Act.  Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy’s Equal Opportunities Policy.  Duties which include the processing of any personal data must be undertaken to comply with the Data Protection Act 1998.  Postholders will be expected to comply with the Academy’s Acceptable Use of ICT Policy. |

*PLEASE NOTE WEST COVENTRY ACADEMY*

*IS A NON SMOKING SITE*

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| SUPERVISION RECEIVED | | |
| **Name:** | Ana Neofitou | (**or successor)** |
| **Post Title:** | Headteacher | |

## LEVEL OF SUPERVISION\*

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|  | Regularly supervised with work **Checked by Supervisor.** |  |
|  | **Left to work within established guidelines,**  **Subject to scrutiny by supervision.** |  |
|  | Plan own work to ensure the meeting **of defined objectives.** | **✓** |

##### Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

##### Line Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

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