



Job Outline
Assistant Headteacher
**Raising Standards Lead- Oversight of Student Progress
and Vocational Curriculum**

Responsible to: Deputy Headteacher
Salary Grade: Leadership Point 11 to 15
Full time/Part time: Full time

Job Purpose

The Assistant Headteacher will provide the strategic leadership and operational strategies to ensure that all students maximise their performance in line with the schools ASPIRE values.

The core responsibilities of this post relate to ensuring that students are making good progress. You will work with the Deputy Headteacher to ensure that strategies are in place to enable this to happen. This will involve overseeing student progress and attainment in all subject areas. You will also have a pivotal role in introducing and leading the vocational curriculum at Paxman Academy.

Key Responsibilities

- Work with the Headteacher and Leadership team to create a vision of a school which can develop, empower and sustain individuals and teams of staff; then support implementation of the vision.
- Contribute to creating an environment within the school where students and staff develop and maintain positive attitudes towards each other, the environment and community
- Undertake a range of leadership and management roles and responsibilities as agreed with the Headteacher.
- Lead the implementation of a monitoring, evaluation and review cycle in your area(s) of responsibility.
- Contribute to the development and review of the School SEF and School Development Plan.
- Ensure the professional effectiveness of teaching and support staff through providing robust performance and professional development opportunities
- Maintain clear expectations, high standards of professionalism and collaboration to meet the school strategic priorities
- Effectively line manage designated middle leaders and support staff.
- Assist in the appointment of staff and their deployment to make the most effective use of their skills, expertise and experience to raise standards of achievement across the school.
- Ensure that all staff have a clear understanding of their roles and responsibilities
- Use appropriate resources for effective, efficient and safe teaching and learning across the school; accommodation; agreed budgets; staff; time; courses; development opportunities and ICT resources.
- Alert the Headteacher well in advance of approaching issues and / or events.



Raising Standards

- To lead the analysis of performance data to maximise outcomes for students
- To lead the school target setting process and ensure the commitment of all stakeholders to its success
- To raise standards by managing student tracking and intervention strategies in all year groups
- To set challenging targets for students and groups. Establish systems to share targets with all stakeholders to motivate and promote aspiration
- To lead analysis of data , providing summary information on student performance and group performance for a variety of audiences; including SLT, Pastoral Leaders, Tutors, Governors and Parents
- Manage interventions for underperforming students
- Lead the Vocational curriculum offer at Paxman Academy; ensuring that all practice is compliant and maximises student outcomes, taking national frameworks such as BTEC, OCR and NCFE into account
- Provide opportunities for parents to be involved in their child's education to ensure engagement
- Ensure a safe working and learning environment through adhering to appropriate Health and Safety regulations

Teaching Duties

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable, teach any pupils where the person timetabled to take the class is not available to do so.

Safeguarding

Fulfil personal responsibilities, and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals
- Take responsibility as the designated professional lead for Safeguarding
- Operating safe recruitment practices



- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Head teacher and/or COO, and will be reviewed annually.

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