

## Job Description

### ASSISTANT HEADTEACHER

*Please note: this job description must be read in conjunction with the current School Teachers' Pay and Conditions Document, particularly Part XII – 'Conditions of Employment of Teachers other than Head Teachers', which itemises the general conditions of employment governing this*

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To be responsible for leading standards and progress across a year group</li> <li>• To be accountable for the line management of a year group</li> <li>• To line manage a faculty</li> <li>• To lead on aspects of teacher CPD (Continuous Professional Development)</li> <li>• Additional whole school responsibilities to be discussed with the successful candidate</li> </ul>
<b>Reporting To</b>	<ul style="list-style-type: none"> <li>• Deputy Headteacher</li> </ul>
<b>Responsible For</b>	<ul style="list-style-type: none"> <li>• Learning Coordinator (specific year group to be determined)</li> <li>• Head(s) of Faculty</li> </ul>
<b>Salary/Grade</b>	<ul style="list-style-type: none"> <li>• L18-22 plus R&amp;R allowance</li> </ul>
<b>Disclosure</b>	<ul style="list-style-type: none"> <li>• Enhanced</li> </ul>
<b>MAIN DUTIES</b>	
<b>Curriculum &amp; Assessment</b>	<ul style="list-style-type: none"> <li>• To be responsible for the progress and attainment of students in a year group</li> <li>• To be responsible for the delivery of outstanding student outcomes</li> <li>• To be responsible for the oversight of curriculum provision, learning &amp; teaching and student outcomes in a faculty area(s)/specific year group(s)</li> <li>• To be responsible for the monitoring, review and evaluation of student attainment, progress of a year group</li> <li>• To ensure assessment and data is timely, accurate and enables meaningful interventions to take place.</li> <li>• To attend Governors' meetings and Governors' sub-committees, when required</li> </ul>
<b>Ethos &amp; Culture Pastoral</b>	<ul style="list-style-type: none"> <li>• To ensure the Swanlea and Fundamental British Values are embedded in the year group, together with social, moral, spiritual and cultural values</li> <li>• To ensure that the personal development (PD) programme is successfully delivered and to monitor its effectiveness</li> <li>• To ensure high standards of ethos and culture across all aspects of the year group</li> <li>• To ensure the Swanlea Way is active across the year group</li> <li>• To ensure the social confidence strategy is live in all aspects of the year group's work</li> <li>• To ensure rigorous monitoring of all aspects of a year group including minimally meeting the school targets for punctuality and attendance</li> </ul>
<b>Personnel</b>	<ul style="list-style-type: none"> <li>• To participate as requested in the selection of teaching and support staff</li> <li>• To develop head(s) of faculties to ensure outstanding student outcomes and succession planning</li> <li>• To lead the development of teaching and learning within a faculty area(s)</li> <li>• To coach, mentor and develop others to be successful leaders</li> </ul>
<b>Pupils</b>	<ul style="list-style-type: none"> <li>• To consistently enforce and promote Swanlea Values and have a presence around the school at all times of the day when appropriate.</li> <li>• To deliver whole school/year assemblies</li> <li>• To lead the RAP process for a year group ensuring all students achieve their potential</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.</i></li> <li>• <i>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</i></li> <li>• <i>Employees are expected to present themselves and to act in a professional manner at all times.</i></li> </ul>	

- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

## Person Specification

*This is the generic person specification, common to all teaching jobs advertised after September 2005, at Swanlea School. Sections 2-10 are derived from the Teachers' Standards Framework.*

Qualifications	Essential	Desirable
Qualified teacher status	✓	
Good honours degree	✓	
Accredited or certified further CPL (Continuous Professional Learning) or training		✓
Have participated in INSET related to whole school issues of educational leadership and management	✓	
Higher degree		✓
Experience		
Evidence of outstanding learning & teaching skills, leading to consistently high standards of student outcomes	✓	
Evidence of a proven track record of delivering excellent student outcomes at GCSE & A level	✓	
Have experience in at least 2 different schools		✓
Have leadership and management experience to at least middle leader level	✓	
Experience of personal involvement in the wider curriculum		✓
Experience of leading a whole school initiative		✓
Knowledge/Skills (ability to)		
To have excellent subject knowledge up to GCSE and A Level	✓	
Knowledge of current developments in learning and teaching	✓	
Develop a broad and imaginative range of learning and teaching skills within the team	✓	
Lead, manage and develop a high performing team	✓	
High level communication and presentation skills applicable to a range of audiences	✓	
A thorough knowledge of the curriculum KS3-5	✓	
An understanding of recent educational changes	✓	
Make effective use of assessment information and data to raise achievement	✓	
Anticipate problems, resolve challenges and identify priorities and opportunities	✓	
Manage resources available to the faculty including funding and human resources	✓	
Personal Attributes		
Commitment to the highest standards of child protection	✓	
An enthusiasm and a deep commitment to promoting Swanlea School Values	✓	
A deep commitment to inclusion, equality of opportunity and working with disadvantaged young people	✓	
Commitment to own continuing professional development	✓	
Ability to use appropriate interpersonal skills when relating to staff, pupils and parents/carers and to build strong and effective relationships	✓	
Enthusiasm for specialist subject and a desire to communicate that to others	✓	
Demonstrate energy, vigour and perseverance and promote a 'Can Do' philosophy	✓	
Ability to prioritise, plan, organise and evaluate the work of faculties and year groups	✓	
Ability to work with resilience under pressure and meet deadlines	✓	
Professional and personal integrity	✓	
Ability to work collaboratively within a Senior Leadership Team	✓	
Energy, enthusiasm and a positive approach to change and the challenges facing a rapidly improving school	✓	
Excellent leadership and management skills	✓	
Excellent sense of humour	✓	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_