

**Associate Assistant Headteacher Transition
(L6-10)**

CONTEXT

To contribute to the development of a strong, effective Academy with an emphasis on high aspirations and attainment. Demonstrate belief in the role of the Academy in developing citizens for the future. Have a commitment to education and the needs and rights of all pupils. To develop supportive relationships with staff, parents, partner Academy's and the broader community.

The overriding aspect to this role is about ensuring equity amongst pupils.

To meet the professional standards for teachers at the relevant skill level descriptor. To carry out duties of a teacher in accordance with the provisions of the School Teachers' Pay and Conditions Document.

Reports to: Assistant Headteacher

The Role:

In addition to the role of leading Transition within school the postholder will also have responsibility for a year group.

The main responsibilities of the role are:

- Build cohort profiles from Year 5 and identify key learning needs / characteristics
- Coordinate transition programmes and events
- Develop knowledge and understanding of curriculum in primary schools so this can inform practice in the Academy
- Liaise with and have a significant input to the design of the curriculum, ensuring it is appropriate, ambitious for all and in line with best practice
- Build continuous professional learning activities linked to the primary curriculum and progression.
- Liaise with BwD on pupil admissions into Year 7.
- To be responsible for a year group of pupils. Please refer to the Year Leader job description for detail.
- Provide effective leadership to a group of form tutors and other colleagues so as to set the tone for the key stage and model the Witton Park values.
- To have a teaching commitment of 15 lessons per week.

General duties and responsibilities:

- Actively support and contribute to the ethos of the Academy
- To be an active member of the Senior Leadership Team, with a visible presence, modelling expectations to staff and pupils.
- In collaboration with the Headteacher and Leadership Team, identify and plan for future needs.
- Contribute to the day to day running of the Academy, eg: Duties; supervision, callout.

- Support a culture and team ethic to secure at least expected levels of progress
- Prepare and deliver assemblies.
- Determine policies, lead in their implementation and monitor their operation.
- Provide support for all members of staff.
- Promote good, effective working relationships between all members of the staff community.
- To promote high standards in conduct and enforce Academy rules
- To liaise with parents over matters of concern regarding their child
- To advise on the appointment of new staff and assist with selection as required
- To link with and oversee departments and year groups as required
- To play a key role in formulation of the SEF.
- To carry out regular lesson observations, learning walks, drop in sessions and work scrutiny as part of the Academy's quality assurance and appraisal system.

Teaching and Managing Student Learning – Ensure:

- Appropriate teaching and learning methods to meet the needs of different pupils.
- Pupils are challenged in their lessons and that work is provided at an appropriate level for all individuals.
- The use of appropriate teaching and learning strategies will raise the personal and educational achievement of individual pupils.
- Development of a wide range of enrichment activities.

Assessment and Evaluation

- Support in the analysis and interpretation of relevant national, local and Academy data, research and inspection evidence to inform policies, practices, expectations, targets and personal and educational development methods.
- Maintain clear policies and practices for assessing, recording and reporting on pupils' personal and educational achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.
- Ensure that information about pupils' personal and educational development in previous classes is used effectively to secure good progress.

Student Achievement

- Use data effectively to identify pupils who are under achieving and, where necessary, create and implement effective plans of action to support those pupils.
- Use clear and appropriately challenging targets for pupils' personal and educational development, and evaluate progress and achievement by all pupils.

Managing own performance and development

- Model high levels of integrity and be able to contribute to a cohesive team based on mutual respect.
- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, management and involvement in Academy development as a leader
- Achieve challenging professional goals
- Take responsibility for their own professional development.

Managing and Developing Staff and other Adults

You will be expected to:

- Help staff to achieve constructive working relationships with pupils, remaining positive and leading by example.
- Provide support to teachers and other staff in developing their expertise and classroom exposition.
- Develop constructive working relationships with staff, devolving responsibilities and delegating tasks where appropriate. Evaluating practice and developing an acceptance of accountability.

Other Professional Requirements

- Attend and participate in Academy meetings
- Take an active part in the Academy life

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holders professional responsibilities and duties.

January 2021