

POSITION DETAILS:

Position Title:	Assistant Head Teacher
Reports to:	Head of School
Division:	Senior Leadership Team
Department:	Academics
Grade:	AH
Time allocation	40%

JOB PURPOSE

The Assistant Head teacher under the direction of the Head of School, will play a major role in formulating the aims and objectives of the school. They will establish policies for achieving these aims and objectives and manage staff and resources to monitor progress towards the achievement of the school's aims and objectives.

KEY RESPONSIBILITIES:

Teaching and Learning

- Maintain a high profile as an example of best and leading practice within the classroom and foster the high teaching and learning expectations to which the school aspires.
- Ensure best practice is effectively modelled continuously using in-house expertise to ensure ongoing professional development.
- Ensure that suitable professional development opportunities are available, budgeted, and cascaded, with appropriate evaluation to maximise impact on student outcomes.
- Provide support and training for key front-line staff in the improvement of teaching as evidenced through referral to the 'Teacher Development Programme' process.
- Attend Middle Management meetings and/or Departmental meetings to promote specific CPD in accordance with school policy.
- Foster a whole school commitment to engage in school focused CPD, which is effective and relevant to school improvement, individual professional development, career progression and aspirations.
- Ensure systems exist whereby all staff can benefit from the collation and dissemination of good and successful practice, both within and beyond the institution, for the purpose of school improvement.
- Ensure that all members of the school community have access to a range of induction and continuing professional learning opportunities.

School Improvement

- Support the Head of School, Executive Principal and RAK Academy Board in promoting and developing a vision for the future of the school, demonstrating inspirational leadership and creativity.
- Play a significant role in the school improvement planning process, taking account of the agreed priorities of the school.
- Contribute to the identification of key areas of strength and weakness in the school with detailed reflection on day to day working knowledge of the school's policies and practices.
- Exemplify the application of agreed policies, priorities and expectations, so as to set a good example to other colleagues.
- Develop and enhance a culture of teamwork, in which views of members of the school community are valued and considered.
- Contribute to the self-evaluation of the school.

Assessment, Recording and Reporting (achievement and interventions)

- Lead on all aspects of assessment and report writing throughout the school.
- Lead on target setting for whole school with the Head of Education, Executive Principal and Head of School.
- Lead the strategic use of data by Phase leaders, Subject Coordinators / Heads of Department and SLT to track, monitor and support groups and individual students.
- Provide leadership and direction for middle leaders to enable them to provide targeted and appropriate intervention to raise standards in Early Years Foundation Stage (EYFS), Key Stage 1 and Key Stage 2.
- Ensure that data and recording is used effectively to inform and improve standards and the quality of teaching across the school.
- Analyse progress and attainment data and other designated performance data after internal data trawls for each identified cohort of students and individual students.
- Recommend any appropriate data-informed changes to curriculum design and student intervention in response to the data trawls.
- Help to ensure that the data generated by assessments are accurate and facilitate accurate and meaningful intervention with students who are making insufficient progress
- Ensure that students develop an understanding of their current attainment and progress and can articulate what they need to do to improve.

Quality Assurance (QA)

- Maintain diagnostic systems which inspire operational confidence in all stakeholders.
- Working closely with the Head of Education, coordinate the analysis of key school performance data for all staff, to ensure priorities are appropriate and improvement in standards is promoted.
- Ensure that all staff on 'concern' are closely monitored and support structures are in place and reviewed at least twice termly.

- Through liaison with members of senior management and all middle management Team Leaders, ensure that observations are structured and consistent for all staff and that outcomes are used for the purposes of school improvement.
- Ensure that assessment practices are secure and that accuracy via moderation is a feature of all departmental judgements.
- Ensure that the marking and feedback policy and process is effective and used consistently to inform students of improvement strategies (DIRT).
- Conduct regular trawls of stakeholders via student/staff/parent voice to pinpoint priority improvement areas.

Accountability

- Work alongside the Head of Education to timetable appropriate and comprehensive observation coverage.
- Provide monitoring data to the School Leadership Team for audit purposes related to teaching and learning approaches across secondary.
- Oversee and coordinate feedback scrutinies.
- Oversee and orchestrate Learning Walks and recording on a regular basis.
- Specific SMART targets in support for the SIP, as indicated by the Head of School.

QUALIFICATIONS, EXPERIENCE, & SKILLS:

Qualifications:

- Master's degree in Education (desirable)
- Educational management qualification (NPQML/NPQSL, etc.) – desirable
- Post Graduate Certificate in Education (or equivalent) – essential

Experience

- Recent successful leadership roles within school settings
- School improvement experience

Other requirements

- Ability to work with EAL students and provide training for staff on EAL practices, including translanguaging.
- Desire to drive school improvement as part of a team.
- Flexibility and resilience.
- Good sense of humor and positive outlook.

COMMUNICATION & WORKING RELATIONSHIPS:

Line Manager

- Head of School

Line Managing

- Phase Leaders

Other Function Relationships (Internal):

- Executive Principal

Other Function Relationships (External):

- Parents

<ul style="list-style-type: none"> • Senior Leadership Team • School Improvement Team • Admissions Team • Academic Staff 	
Academy-Wide Support <ul style="list-style-type: none"> • Direct involvement in academy-wide Quality Assurance and Teaching and Learning initiatives 	Education Office <ul style="list-style-type: none"> • Head of Education • Head of Inclusion

VERSION CONTROL:		
Prepared by	HRD	Date
Updated by	HRD	Date