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**Job Description & Person Specification**

**Assistant Head of School – C&A**

**– Hollinwood Academy**

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| Job Description | |
| Job Title: | Assistant Head of School for Curriculum and Assessment across Hollinwood Academy |
| Pay Grade / Scale / Range: | L6 – L10 - £47,735 - £52,7223 per annum |
| Benefits & Perks: | TOIL scheme, Occupational Pension Scheme, Occupational Sickness Scheme |
| Working hours: | Hours in accordance with School teachers’ pay and conditions document 2019 |
| Location: | Initially based at the Hollinwood Academy school site but all staff are required to work at any site of the New Bridge MAT if operationally needed |
| Staff responsible to: | Head of School |
| Staff responsible for: | Staff within the Hollinwood Academy |
| Probationary period: | Not applicable |

### Hollinwood Academy

### Assistant Head of School – Curriculum and Assessment

**JOB PURPOSE**

To assist the Head of School and Deputy Head of School with the management and organisation of the School in seeking to achieve the highest standards of pupil provision, achievement and care, and school efficiency.

To be responsible for the stated ‘area of responsibility’.

To provide inspirational leadership and a present as a professional role model for all staff.

To work in partnership with the Governing Board, the New Bridge MAT, Oldham Council and other stakeholders and agencies to fulfil the aims of the school.

To ensure all safeguarding policies and procedures, and health and safety requirements, are effective and in place.

This job description may be amended at any time following discussion between the New Bridge MAT, the Head of School and members of staff, and will be reviewed annually.

AREA OF RESPONSIBILITY

* Oversee, manage and develop Curriculum and Assessment policies across Hollinwood Academy (EYFS, primary and secondary), and provide appropriate feedback to the Head of Site, Governing Board and New Bridge MAT
* Work collaboratively with the AH for Teaching and Learning and the Specialist Support Lead to ensure the curriculum is appropriate for all children and young people across school, considering various models that focus on the following pathways: Academic, Communication and Sensory for students with ASC/SLCN.
* Work alongside the curriculum advisor to ensure appropriate accreditations/qualifications are offered.
* Act as the established link for teacher training institutions and work placement organisations to ensure student placements are managed successfully.
* Be part of the safeguarding team, ensuring child protection issues and concerns are promptly dealt with.
* Implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all children and young people.
* Be aware of new initiatives and to develop links with support networks and other outside agencies to then advise other colleagues accordingly, e.g. development of INSET and leading staff meetings.
* Organise and lead professional development where appropriate
* Be strong at monitoring and implementing whole school approaches and identifying problems/solutions.
* Ensure data systems are fit for purpose and effective in monitoring and tracking progress.
* Use data effectively to establish and ensure clear and challenging targets for children and young people achievement and improvement.
* Ensure that the systems in place for assessment, including daily Assessment for Learning, and the teachers’ use of these systems, have a direct impact on raising standards in the classroom

**STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL**

* Support the vision, ethos and policies at Hollinwood Academy and within the New Bridge MAT, and promote a high quality of provision throughout the School.
* Actively support the Head of School, Deputy Head of School, Governing Board, New Bridge MAT and staff in the promotion and achievement of the aims and objectives of the School.
* As a member of the School Leadership Team, take a lead in the planning, monitoring, evaluation and development of the School curriculum through the School Development Plan and through New Bridge MAT self-evaluation processes.
* Support all staff in achieving the priorities and targets the School sets and monitor the progress towards meeting them.
* Through personal leadership and School Leadership Team meetings contribute to the School’s organisation and the overall strategy of the School.
* With the Head of School, Deputy Head of School, Governing Board and New Bridge MAT establish and maintain school policies to meet statutory requirements and to promote the School’s aims and objectives.
* In partnership with the Head of School, monitor the effectiveness and impact of the School Development Plan.
* Take responsibility for gathering and evaluating evidence for the Academy Dashboard and Development Overview (ADDO).
* Support the Head of School and Governing Board in arranging appropriate staffing to effectively meet the School’s aims and objectives.
* Support the Governing Board so they can fulfil the obligations of their role.

**TEACHING AND LEARNING**

* Act as a role model for teachers and middle leaders, exhibiting professional values and clearly demonstrating high standards of provision, achievement, and behaviour.
* Be able to teach classes and groups to a high standard, as necessary and as directed by the Head of School.
* To develop highly effective teaching across the school.
* Take responsibility for the development, monitoring and evaluation of teaching quality across the School, and provide professional advice and guidance to staff as required.
* Support the Head of School in monitoring of the quality of learning and children's achievements including the analysis of data, learning scrutinies, lesson observations, learning walks and provision evaluations.
* Promote the active engagement of pupils in their own learning, including developing independence and self-regulation, building language and communication, and improving resilience.
* Promote high standards of behaviour and conduct among pupils, and develop their respect for themselves, staff and each other, providing support for staff where necessary in line with School policies.
* Support the Head of School in developing links with parents, other schools/academies, other educational institutions and the wider community, including business and industry, in order to enhance teaching, learning and children's personal development.

**LEADING AND MANAGING PEOPLE**

* Support the Head of School in developing positive working relationships with and between all staff and provide and sustain motivation.
* Lead teachers and learning support staff in developmental activities, delegate appropriately and evaluate outcomes.
* Participate where appropriate in the appointment of all staff.
* Line manage, coach and guide staff to be effective in their role, to identify good practice, and to challenge underperformance.
* Lead the School Leadership Team to ensure it is focused on School priorities and it is responsive to self-evaluation findings.
* Ensure there is effective support to develop the teaching skills of NQTs (ECT) and RQTs.
* Act as the established link for teacher training institutions and work placement organisations to ensure student placements are managed successfully.
* Be part of the safeguarding team, ensuring child protection issues and concerns are promptly dealt with.
* Assist the Head of School in maintaining and developing a positive and constructive partnership with parents and the local community.
* Organise, manage and co-ordinate the cover of absent/sick colleagues on a daily basis, and liaise with the Head of School to implement long term cover arrangements.
* Attend specified meetings as leader of the School Leadership Team, and to represent the Head of School.

**MANAGING AND DEPLOYING RESOURCES**

* Be aware of and respond appropriately to any health and safety issues raised by members of the team.
* Lead school assemblies, training, meetings and briefings on a regular basis.
* Promote the use of ICT in administration.
* Ensure that you remain up to date on developments and issues with regard to the management and curriculum of the School, especially wider educational issues, New Bridge MAT requirements and relevant Ofsted/Government directives.
* Work with the Head of School in establishing priorities for expenditure for the School, and in monitoring the effectiveness of spending and usage of resources.
* Take on any additional responsibilities commensurate with the level of the role that might from time to time be determined by the Head of School.

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| **GENERIC DUTIES**  1. Comply with policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person 2. Contribute to the overall work and ethos of the organisation. 3. Attend and participate in meetings as required. 4. Improve own practice through training, observation, evaluation and discussion with colleagues. 5. Recognise own strengths and areas of expertise and use them to support others. 6. To work across the New Bridge MAT if required. 7. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all. 8. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises 9. To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school. 10. To undertake any other additional duties commensurate with the grade of the post. |

**LINE MANAGEMENT**

1. Responsible to: Head of School
2. Responsible for: Hollinwood Academy School staff

**SPECIAL CONDITIONS**

An enhanced Disclosure and Barring Service (DBS) check is required for this post

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|  | DATE | NAME | POST TITLE |
| PREPARED | May 2021 | SSH / LMD/ NGN | Director of HR / Head of School / Deputy of School |
| REVIEWED |  |  |  |
| REVIEWED |  |  |  |

PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

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|  | **Selection Criteria**  **Essential** | **Selection Criteria**  **Desirable** | **How Assessed** |
| **Education & Qualifications** | **Qualified teacher**  **Evidence of continuing professional development in SEND**  **Evidence of significant participation and quantifiable impact within a senior leadership team** |  | AF / I  AF / I  AF / I |
| **Experience & Knowledge** | **Sound knowledge and experience of working with children and young people with ASC, SLCN, communication and sensory**  **Significant experience of working as a key curriculum leader**  **A proven track record of high-quality teaching over a sustained period**  **Involvement in curriculum development within a school**  **Recent leadership and management experience**  **A variety of teaching experience across the age range**  Appraiser role in appraisal and staff CPD activities  Current education issues and developments  **National Curriculum and assessment approaches**  Strategies for school improvement and raising standards of achievement  Understanding of appropriate strategies for managing pupils’ behaviour  Appropriate knowledge of statutory Safeguarding requirements and their effective implementation |  | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Skills & Abilities** | Data analysis and methodology to assess student progress and set targets  **Effective communication to work successfully with parents, carers and other stakeholders**  Motivation of others to do well and have high expectations of themselves and students  **Highly effective teacher who can work as a role model to staff and engage students with passion to learn.**  Work effectively with Governors, MAT central team, Local Authority representatives, other leaders and agencies  Excellent team player |  | AF / I  AF / I  AF / I  AF/I  AF / I  AF / I |
| **Work circumstances** | **Commitment to personal development**  To be punctual and have regular attendance  **The post holder must be willing and able to work flexibly as may be required**  To travel and work at any within the New Bridge Group as may be required  Occasional out of hours working to support school functions or evening meetings |  | I  I  I  I  I |

*Abbreviations:* AF = Application Form; I = Interview.

**Any candidate with a disability who meets the essential criteria will be invited to interview**