

Job Description

ASSOCIATE ASSISTANT HEADTEACHER – RAISING STANDARDS L10-L14

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 post.

Purpose	<ul style="list-style-type: none"> To support in the leadership of raising standards across subject(s)
Reporting To	<ul style="list-style-type: none"> Assistant Head / Deputy Head
Responsible For	<ul style="list-style-type: none"> All school members
Salary/Grade	<ul style="list-style-type: none"> Associate Assistant Headteacher L10-L14
Disclosure	<ul style="list-style-type: none"> Enhanced
MAIN DUTIES	
Curriculum & Assessment	<ul style="list-style-type: none"> To be responsible for the progress and attainment of students in subject(s) To be responsible for the delivery of outstanding student outcomes across a key stage / key stages To be responsible for the oversight of curriculum provision, learning & teaching and student outcomes in a faculty area(s) To be responsible for the monitoring, review and evaluation of student attainment, progress of subject(s) To ensure assessment and data is timely, accurate and enables meaningful interventions to take place. To attend Governors' meetings and Governors' sub-committees, when required
Ethos & Culture Pastoral	<ul style="list-style-type: none"> To ensure high standards of ethos and culture across all aspects of subject(s) To ensure the Swanlea Way is active across subject(s) To ensure the social confidence strategy is live in all aspects of the subject(s) To ensure rigorous monitoring of all aspects of subject(s)
Personnel	<ul style="list-style-type: none"> To participate as requested in the selection of teaching and support staff To develop head(s) of faculties to ensure outstanding student outcomes and succession planning To lead the development of teaching and learning within a faculty area(s) To coach, mentor and develop others to be successful leaders
Pupils	<ul style="list-style-type: none"> To consistently enforce and promote Swanlea Values and have a presence around the school, at all times of the day when appropriate. To deliver whole school/year assemblies To lead the RAP process for a year group ensuring all students achieve their potential
<ul style="list-style-type: none"> Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified. 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. Employees are expected to present themselves and to act in a professional manner at all times. 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		
Please note: Application forms should be completed according to the selection criteria.		
Qualifications	Essential	Desirable
Qualified teacher status	✓	
Good honours degree in English or a related subject	✓	
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 achievement	✓	
Evidence of a proven track record of delivering excellent student outcomes at GCSE & A level	✓	
Have experience in a 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	✓	
Lead, manage and develop a high performing team	✓	
High level communication and presentation skills applicable to a range of audiences	✓	
Think creatively and imaginatively to solve challenges and identify priorities within the faculty	✓	
Make effective use of assessment information and data to raise achievement	✓	
Ability to anticipate problems, create solutions and identify opportunities	✓	
Ability to 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 and equality of opportunity and working with disadvantaged young people	✓	
Commitment to continuing professional development activities	✓	
Ability to use appropriate interpersonal skills when relating to staff, pupils and parents/carers	✓	
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 the faculty and that of students	✓	
The ability to work with resilience under pressure and meet deadlines	✓	
The capacity to build and maintain strong and effective relationships with all members of the school community	✓	
Professional and personal integrity	✓	
The ability to work collaboratively within an Extended Senior Leadership Team	✓	
Excellent leadership and management skills	✓	

Signed.....

Date.....