

<b>JOB DESCRIPTION</b>	
<b>Post Title:</b> Associate Headteacher	<b>Grade:</b> L29 – L33 Inner London Pay Spine
<b>Department</b> Senior Leadership Team	<b>Date:</b> Required September 2019
<b>Responsible to:</b> Executive Headteacher	<b>Responsible for:</b> Deputy Headteachers SLT with Pupil Premium Responsibility Exams Officer
<b>Role Summary</b> <ul style="list-style-type: none"> <li>• To lead on the delivery of the overall outcomes for the SPWT’s Secondary School.</li> <li>• To lead on the smooth, day to day operational running of the SPWT’s Secondary School.</li> <li>• To lead on whole school staffing, employee relationships and wellbeing.</li> <li>• To lead on curriculum management across the whole school</li> <li>• To lead on whole school governance</li> </ul>	

## **INTRODUCTION**

In addition to the duties covered by the School Teacher’s Pay and Conditions Document, the post of Associate Headteacher involves deputising for the Executive Headteacher in their absence with their associated delegated powers.

As a key member of the Senior Leadership Team, the Associate Headteacher will have a key role in strategic leadership and development, formulating policy and monitoring our pastoral and academic provision across the Trust School. This post will focus on the continued development of outstanding achievements and standards across the schools.

## **Basic Principles**

- To embed the ethos and identity of the Schools to realise the potential of all SPW Graduates.
- To act as a behavioural role model to all staff, students and the local community.
- To maintain a high profile around the schools, leading by example.
- To actively work to engage parents and carers in all aspects of their child's learning.
- To act as a lead professional in the classroom promoting the highest standards of learning.
- To coach and mentor staff and pupils to become more effective learners and leaders.
- To promote and further develop a culture of high expectations from and towards all members of the schools' community.
- To work on a range of initiatives alongside our University and Trust Partners including research and development.
- To work with the broader community to promote St Paul's Way Trust School.
- To manage a delegated budget and produce financial management plans as appropriate.
- To play a full role within the life of the schools' community, support its ethos and encourage all staff and pupils to follow this example.
- Undertake any other duty as specified by the STPCD not specifically mentioned in this Job description.

## **To lead on the delivery of the overall outcomes for the SPWT's Secondary School.**

- To lead on the successful development, communication and implementation of the School's Self Evaluation process and the School's Improvement and Development Plans.
- To line manage the Deputy Headteachers, ensuring that they deliver effective and successful outcomes in all of their areas of responsibility.
- To line manage multiple faculty areas (specific faculties to be confirmed) and ensure that the outcomes for all students in those faculty areas are in line or better than agreed targets.
- To transform the framework of expectations around pupil progress and achievement to exceed national standards.
- To ensure all pupils have challenging targets for achievement ensuring that these are reviewed systematically and regularly through improvement plans.
- To ensure monitoring, evaluation and review processes effectively impact on pupil progress and that these processes are utilised to ensure accountability throughout the school.
- To robustly challenge underachievement and mediocrity in all its forms across the school
- To ensure that underachieving pupils are supported appropriately so that they make accelerated progress to reach or surpass their expected targets.
- To help support the development of the wider Senior Leadership Team through coaching and mentoring.
- To lead, through line management of the relevant SLT member, on the Pupil Premium strategy for the secondary school.

## **To lead on the smooth, day to day operational running of the SPWT's Secondary School.**

- To ensure that the safety and welfare of all pupils throughout the school is met to the highest possible standard.
- To lead on the deployment of staff ensuring that the site remains a safe and secure environment for staff and students throughout the school day.
- To co-ordinate with the School Business Manager on areas of the development and maintenance of the school environment to ensure that the school site is safe, secure and welcoming to staff and students.
- To line manage the library staff and resources to provide engaging literacy and academic resources for all students helping to further develop a culture of reading across the secondary school.
- To lead on the processes of budget allocation for multiple key areas across the secondary school, ensuring that value for money and financial efficiencies are considered at all times.

**To lead on whole school staffing and employee relationships and wellbeing.**

- To lead on the recruitment, retention and deployment of staff within the secondary school ensuring that the process successfully provides the best staff available in all positions required.
- To lead, through the human resources team, on all areas of employee relations ensuring that all practices are applied in line with Trust policy.
- To lead the school wellbeing program by ensuring that all staff feel valued by the school for their contributions to the service provided.
- To ensure that St Paul's Way Trust School policy and practice reflects a commitment to equal opportunities and inclusion.

**To lead on curriculum management across the whole school**

- To lead and establish a distinctive and ambitious curriculum which allows and supports all students to fulfil their potential.
- To lead on the curriculum management within the secondary school ensuring that the curriculum structure and operation provides for all subject areas fairly.
- To lead and construct the secondary school timetable including the specialist provision for the primary school that provides the demands of the school and the individual faculty areas
- To oversee the maintenance of the timetable throughout the academic year.
- To oversee the organisation of the deployment of specialist secondary school teaching staff to the primary school with the Head of the Foundation School.
- To line manage the Examinations Officer and act as the SLT lead for examinations.

**To lead on whole school governance**

- To lead on the development, monitoring and implementation of the schools' policies.
- To lead on school compliance to ensure that all of the requirements for the school with respect to policies and practices are in place.
- To lead on the Quality of Education Local Sub-committee as the school's representative.
- To ensure that the Governor meetings are smooth and effective, following the required processes for compliance.
- To advise and liaise with members of the Governing Board and Trust Partners, as appropriate, and ensure that they have an accurate understanding of the work of the schools.
- To organise governor visits to the schools.
- To effectively chair the SLT meetings at the secondary school to ensure the continued effective working of the school and that the school continues to meet its priorities.

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**In addition to the above, specific responsibilities, the post holder will carry out any other reasonable duties relevant to the role as directed by the Head teacher.**

**This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.**

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**EQUAL OPPORTUNITIES STATEMENT**

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

**COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

**CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

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Signed \_\_\_\_\_ Date \_\_\_\_\_  
Postholder

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Executive Headteacher

**St Paul's Way Trust School**

**Associate Headteacher**

	<b>Person Specification</b>
Education, Qualifications & Experience	<ol style="list-style-type: none"> <li>1. Graduate with qualified teacher status.</li> <li>2. Minimum of five years teaching experience, two at senior leadership level (Deputy Headteacher or equivalent). Evidence of successful, outstanding teaching experience across the secondary age range.</li> <li>3. Recent appropriate Continuous Professional Development.</li> <li>4. Experience of successfully leading an aspect of school improvement.</li> <li>5. Experience of closely monitoring and raising achievement.</li> <li>6. Experience of leading a team.</li> <li>7. Experience of successfully monitoring and ensuring that staff follow all safeguarding policies and procedures.</li> </ol>
Knowledge, Skills & Understanding	<ol style="list-style-type: none"> <li>1. Has the knowledge and understanding of current and national issues in relation to pupil development, pupil progress and raising attainment.</li> <li>2. Understanding of the opportunities and challenges offered by a school led system of improvement and the greater flexibility and diversity of schools.</li> <li>3. Good knowledge of curriculum design and implementation.</li> <li>4. Knowledge of tracking and target setting to raise attainment at individual pupil, cohort and whole-school level.</li> <li>5. Ability to analyse data, present findings and implement improvements.</li> <li>6. Experience of curriculum timetabling.</li> <li>7. Ability to communicate effectively, both orally and in writing with a range of audiences.</li> <li>8. Ability to make sound and informed judgements on the quality of teaching &amp; learning observed, giving quality feedback using a coaching model.</li> <li>9. Proven administrative and organisational skills.</li> <li>10. Proven ability to motivate and inspire pupils and colleagues.</li> </ol>

	<ol style="list-style-type: none"> <li>11. An ability to continuously develop the pastoral, career, and university progression of our pupils.</li> <li>12. Experience in helping young people to overcome their personal, motivational, and academic challenges.</li> </ol>
Professional Expertise	<ol style="list-style-type: none"> <li>1. Outstanding classroom practitioner.</li> <li>2. Experience of school self-evaluation and development planning procedures.</li> </ol>

Monitoring, Evaluation & Review and Accountability	<ol style="list-style-type: none"> <li>1. Has the skills and aptitude to lead and manage teams and to be accountable for outcomes.</li> <li>2. Ability to monitor performance (pupil, curricular, phase, pastoral).</li> <li>3. Is able to evaluate and review progress and evaluate and implement change as necessary.</li> </ol>
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Other Professional Requirements	<ol style="list-style-type: none"> <li>1. A reflective and developmental approach to their own practice.</li> <li>2. A strong sense of self-awareness with respect to strength and areas for development.</li> <li>3. A willingness to initiate and participate in both cross curricular and extra-curricular activities.</li> <li>4. Has the ability to communicate effectively with parents, external agencies and the wider community.</li> <li>5. Determination to promote a culture that celebrates success.</li> <li>6. Leads by example, setting high standards of punctuality, dress and conduct.</li> <li>7. Clarity of thought and vision with proven ability to finish a task.</li> <li>8. Desire to develop professionally beyond this post.</li> </ol>
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