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**Ralph Allen School Role Description**

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| **Role title** | **Assistant Headteacher** |
| **Grade** | L11-L18 |
| **Responsible to** | **Headteacher** |
| **Date** | January 2018 |
| **1. Core purpose** | To work closely with the Headteacher and Deputy Headteacher to lead the continuous improvement of Ralph Allen School, within the PAT - a learning organisation. This will include:To lead and drive the pastoral structure of the school and promote the school’s values through the Ralph Allen Way.To lead and promote rewards throughout the school.To provide dynamic and effective leadership and management. To assist with the development of teaching and learning working closely with the Headteacher and Deputy Headteacher.To be responsible for the attendance and punctuality of students.Additional responsibilities will be discussed at interview, and will be allocated in line with the experience of the successful candidate.  |
| **2. Principal duties and responsibilities** | **Policy and planning**Plan, monitor and review according to ambitious strategic goals and plans.Ensure that planning takes account of the diversity, values and experience of the school and the community.Contribute to the overall strategic direction of the school.Be jointly responsible with the headteacher for all policies relating to behaviour and attendance.**Teaching and learning**Take corrective action to ensure quality and performance standards are attained and continuously improvedMake a dynamic and lasting impact on the quality of teaching and learningAssist with diminishing the difference in student achievement.Ensure a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning.Ensure that learning is at the centre of strategic planning and resource management.Assist with ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.Monitor, evaluate and review classroom practice and promote improvement strategies.**Leading and managing staff**Motivate and manage colleagues to further improvement.Develop individual and team performance.Grow leadership potential within the school.Demonstrate the school’s vision and values in everyday work and practice.Motivate and work with others to create a shared culture and positive environment.Challenge under-performance and ensure effective corrective action and follow-up.Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.Lead the pastoral team to promote positive behaviour in the school.Line management of curriculum team, heads of house and student services.***General***To promote and drive the school’s ethos.Acknowledge the responsibilities and celebrate the achievements of individuals and teams.Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.Regularly review own practice, set personal targets and take responsibility for own personal development.Manage own workload and that of others to allow an appropriate work/life balance.Use and integrate a range of technologies effectively and efficiently.Assist the headteacher with developing a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.Co-operate and work with relevant agencies to protect children.Self-evaluation of all the above will be carried out as a continual process.The postholder will carry out any other duties that might be considered to be commensurate with the post, as required. |
| **3. Working environment** | Working in a large secondary school which is part of a multi-academy trust.Working in other schools which form part of the multi-academy trust. |
| **4. Organisation chart** |  |
| **5. Competencies and knowledge** | The Assistant Headteacher will be an energetic, innovative, outstanding teacher with excellent leadership skills. They will have the following competencies:* a proven record of excellence as a teacher
* a commitment to and a track record of raising standards
* the ability to lead teams and work as a team member as appropriate
* excellent communication skills
* experience of resilience and the placation of difficult parents.
* ambition both for the school and yourself
* a vision for information and communication technology for teaching and learning
* the ability to implement a vision
* be able to use data effectively and use in planning and reflection of practice.
* The ability to build relationships with all stakeholders.

The Assistant Headteacher will have knowledge of:* principles and practices of implementing change programmes
* principles and practices in relation to managing learning and teaching, people, policy and planning, resources and finance
* the legislative frameworks which govern education at local and national levels
* the range of external influences which have an impact on school strategic planning
* Have core values that resonate with our own. (Respect, personal best & teamwork)
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| **6. Additional information** | * This job description contains only the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.
* The postholder will at times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion.
* The postholder will at all times carry out his/her duties and responsibilities with due regard to the Governors' support of and commitment to Equal Opportunities Policies.
* The postholder will be expected to undertake any appropriate training to assist them in carrying out any of the above duties.
* The postholder will be required to promote, monitor and maintain health, safety and security in the work place. This will include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
* The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement.
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