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**School: Endeavour Academy Woodside Road Bexleyheath DA7 6LB**

**Post: Assistant Head Teacher**

**Responsible to: Head Teacher**

**Grade: L9-14**

**MAIN PURPOSE OF THE JOB:**

- To assist the Head Teacher in the leadership and management of the school and in all aspects of school improvement.
- To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Head Teacher. A background in Literacy and Reading would be of benefit.
- To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum.

**Leadership and Management** - in cooperation with, and under the direction of, the Head Teacher:

- To assist the Head Teacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
- To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the Head Teacher, Trustees and other senior staff.
- To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan and in agreement with the Head Teacher.
- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
- To provide an excellent role model for all members of staff and for pupils in all aspects of school life.
- To be an exemplar of all school policies and practices.
- To actively promote the aims of the school.

- To support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work;
- To support the evaluation of the effectiveness of the school's policies and developments with particular emphasis on the School Development Plan.
- To ensure that parents/carers are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.
- To enable the views of both parents/carers and children to be heard and considered
- To promote opportunities for networking with others schools

### **Teaching and learning - to:**

- Deliver national curriculum subject(s)
- Develop a classroom environment and teaching practice which secures effective learning and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;
- Take responsibility for the development and monitoring of a curriculum area(s) or whole school curriculum aspect(s); namely Quality Assurance.
- Support the Head Teacher in the monitoring of the quality of teaching and children's achievement including the analysis of performance data;
- Support the Head Teacher in developing links with parents/carers, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.

### **Leading and managing staff - to:**

- Support the Head Teacher in developing positive working relationships with and between all staff and provide and sustain motivation;
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes;
- Support the Head Teacher in the implementation of the school's performance management policy.
- To act as line manager and performance manager to staff as directed by the Head Teacher.

### **Effective deployment of staff and resources - to:**

- Support the Head Teacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
- Support the Head Teacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met;

**General - to:**

- Act as "critical friend" and provide effective professional challenge and support to the Head Teacher;
- Provide information and advice to the Head Teacher and Trustees and support proper accountability processes throughout the school;
- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
- To undertake Team Teach training and adhere to its application within the Behaviour Policy.

*This job description may be amended at any time following discussion between the Head Teacher and member of staff and will be reviewed annually.*

**Person Specification/selection criteria**

The Deputy Headteacher will be required to carry out the duties set out in the current School Teachers' Pay and Conditions Document.

The successful candidate will meet all or most of the following:

**Professional Knowledge and Expertise**

The successful candidate will have:

- Qualified Teacher Status
- Evidence of further study or qualification relevant to the post
- Recent, significant and successful experience as a teacher in the secondary phase
- Additional SEN experience or qualification
- A thorough knowledge of the secondary school curriculum, including recent developments and initiatives
- In depth knowledge and understanding of behaviour difficulties in children and appropriate strategies for their management

## **Strategic Direction and Development of the School**

The successful candidate will demonstrate:

- Experience of effective contribution to school improvement as a member of a leadership team
- Significant and successful experience of leading aspects of the curriculum at whole school level
- Experience of detailed analysis of pupil assessment data to inform teaching and learning
- Experience of developing and leading staff development programmes
- The ability to use data to monitor and evaluate the overall performance of the school
- The ability to provide professional support to staff
- Clear commitment to raising standards of achievement through self-evaluation and the further development of learning and teaching

## **Skills, Abilities and Attitudes**

The successful candidate will have:

- The ability and confidence to act on behalf of the Head Teacher in his/her absence
- Excellent communication skills working with children, parents/carers, colleagues and outside agencies
- The ability to develop professional, supportive relationships with parents/carers for the benefit of pupils
- The ability to remain calm and confident when dealing with challenging behaviour
- The ability to lead and work as part of a team
- Confidence in using ICT to support the curriculum and school management

## **Personal Qualities**

The successful candidate will

- Be committed to equality of opportunity for all
- Be highly motivated and able to work under pressure.
- Be able to inspire and motivate staff and pupils
- Be creative and have the courage to take risks for the benefit of the children / young people.
- Have a commitment to the involvement of parents, Trustees and the wider community in the work of the school
- Maintain professional boundaries at all times and observe / uphold the values and ethos of London South East Academy Trust.

## **General:**

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.