

## **Job Description: Assistant Head (Academic)**

**Relationships:** The postholder is responsible to the Head

**Teaching:** Subject specialism can be flexible

### **Senior Leadership Team Responsibilities**

Promoting and safeguarding the welfare of all pupils

Work collaboratively with colleagues across the Senior Leadership and Management Teams with the aim of influencing whole School strategic leadership and management.

To contribute to the strategic development of the School and play an active part in promoting the school ethos, vision, mission and values.

Hold and articulate clear values and moral purpose, focussing on providing a high-quality education for all pupils.

To model exemplary practice in the management of pupil behaviour and promote a positive climate for learning.

To implement all school policies and procedures.

Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.

To be an exemplar and model of teaching skills and behaviour management, leading to the highest standards of staff confidence and competence in these areas.

Foster a culture of improvement and ensure consistency and an inter-connection between the Prep and PrePrep schools, and Heads of Departments.

Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.

Develop effective relationships with colleagues, pupils and parents as well as any relevant external agencies in order to improve academic and social outcomes for all pupils.

Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community.

Inspire and influence others – within the school – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

To be generous with praise – recognising and acknowledging staff and pupils' efforts and contributions.

### **Academic Leadership**

Support the Head with the day-to-day running of the academia of the School. Build on the whole 'Compass' (our curriculum) through the development plan to champion an education based on academic excellence and reflecting the School's aims and values for pupils' learning both in and out of the classroom.

Actively lead the School's 'Teaching and Learning' agenda, ensuring pupils have access to the very highest standards of teaching and learning, including outdoor education. To convene termly Academic staff training and oversee regular Head of Department meetings. Liaise with Assistant Head (Operation) with the Professional Development and Annual Reviews for academic staff, including training and development by proactively supporting their and determining the annual teaching and learning targets. To attend relevant courses and meetings and promote courses to other staff and cascade. Lead the development of teaching and learning mindful of the grammar and independent school exam requirements.

Oversee the school data systems for pupil assessments and ensure that it provides accurate and timely data for senior leadership, teachers and parents. Use data analysis to inform development planning that improves pupil progress and attainment across the school. Provide data analysis for pupils, parents, teachers and senior team members that directly

impacts on the quality of provision and teaching. To monitor and track the academic progress of all pupils. To oversee all school (internal and external) exams and assessments. To oversee and co-ordinate all pupil reports and all Parents' Evenings (in attendance). To monitor teaching provision throughout the school advising on initiatives and development with all academic staff, through meetings, lesson observations and work scrutiny. Set, monitor and continuously improve standards of teaching and learning across the School by effective management and collaboration. To make sure there is clear and timely communication with parents including supporting the up-dating School Handbooks. To proactively participate in meetings with parents and advising them on future school choices and options.

To continue our established educational culture of 'open classrooms' as a basis for sharing best practice within and between staff and schools, drawing on and conducting relevant research and robust data analysis. Support the Head to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other through peer observation and shared best practice. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving school.

Support the implementation, and planning of the whole school timetable in order to maximise pupil progress and attainment, working with the Assistant Head (Operation). Liaising with the Head of Learning Skills (SENCo) to coordinate and maintain individualised timetables for pupils requiring more personalisation.

Advise and support the Assistant Head (Operation) with effective management of staff cover and to facilitate re-deployment of staff as required. To be involved with appointments of new staff including managing induction.

Ensure that all teaching resources in the School are fit for purpose and are used in accordance with health and safety, supported by the Bursar. To be aware of all health and safety issues which arise and make appropriate provision to resolve problems. To make annual budget submissions to the Bursar and monitor expenditure of budgets.

To be a supportive and enthusiastic member of the relevant teaching department, teaching an appropriately reduced timetable allocation of lessons and contribute to the events and co-curricular programme. All subjects will be considered.

### **Raising Achievement**

Foster a culture of improvement and ensure consistency and an inter-connection between the Prep and Pre-Prep schools, and Heads of Departments. Work with the Assistant Head (Pastoral) and SENCo to identify vulnerable or underachieving pupils, or those with behavioural challenges and implement appropriate interventions to support progress. Ensure appropriate intervention from teaching staff is implemented where pupils have been identified as under achieving.

Support our established whole school numeracy and literacy strategy. Support and develop our systems for identifying, recording and celebrating pupil success, and our peer mentoring system in order to support pupil development and progress. Present a coherent and accurate account of the outcomes of the curriculum in a form appropriate to a range of audiences including SLT, parents and external agencies. Ensure that parents and learners are well informed about attainment and progress, and about the contribution that they can make to improve pupil achievement. Contribute to staff training, parent information and pupil intervention to improve pupil outcomes.

### **Teaching, Learning and Curriculum (Compass)**

Continue to develop and secure an excellent curriculum (Compass) through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and improved pupils' wellbeing. Produce and maintain an up to date curriculum and assessment policy that details the specialisms of the school and how these are incorporated into the provision for pupils. Work with teaching staff to review their curriculum areas annually to produce reflective and ambitious subject development plans which will feed in to the whole school development. Use external and internal research and development to innovate and improve the curriculum and assessment across the school providing a research-led approach. Engage with teachers to design and implement a marking policy that enables teachers to provide feedback to pupils about progress and next steps learning.

Ensure there are strong, reciprocal links between departments within the school at all times. Support the Head to set and achieve aspirational targets for pupils, subjects and the whole school, inputting into the school development plan where relevant. Track and review data on pupil achievement and potential with support from the Heads of Area.

Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue CPD. Provide teachers with regular feedback on long- and short-term planning, lesson observations and marking. Develop and maintain the curriculum intent and implementation statement. Be actively involved in digital and innovation projects for the school. Take a leading role in supporting teachers to develop and maintain their teaching files and records of assessment.

### **Governance**

Regularly contribute to the reporting process in terms of governance and quality assurance to the governors providing information on quality assurance, innovation and strategic development, and planning. To attend Governors' meetings including providing written and verbal reports for the Academic & Curriculum and contribute to the Welfare Child Protection & Safeguarding (and appropriate Governors' functions).

Hold staff to account for their professional conduct and practice through the performance management and quality assurance processes. Leading by example to foster an open, transparent and equitable culture.

Build, develop and maintain effective relationships with parents and all members of the school and wider community to enhance the education of all pupils.

Ensure that the School is inspection-ready at all times and closely monitor teaching standards, and academic and personal development of pupils.

Networking and attendance of events generating positive outcomes for the school and write 'thought pieces' - school newsletters, newspaper/magazine/journals to promote Rose Hill as a place of knowledgeable and respected thinking and opinions. To visit, track and monitor other schools' offerings, discussing likely trends across the sector and generating new and innovative ideas for our own school.

### **Specific Responsibilities**

To assist the Head in the development and implementation of the School's development plan and all school policies. Ensure that school policies are reviewed annually and updated when necessary.

To monitor and evaluate the effectiveness of all areas of the School's provision.

To promote a clear vision for the School which embodies the highest expectations of staff and pupils.

To ensure that opportunities are provided for pupils to build on their interests and abilities outside of the taught curriculum.

To develop activities to promote pupil leadership, self-esteem and self-confidence.

To model good practice in teaching and learning.

To model exemplary practice in the management of pupil behaviour and promote a positive climate for learning.

To attend external events where required, advancing the School's profile in the wider community.

To liaise with the Bursar, Marketing manager, Catering staff and Admissions department as necessary.

Provide expertise on subject curriculum and examination processes and procedures to maximise pupil attainment and progress.

Uphold the highest standards of professional and business ethics, and support the Head in ensuring that this impacts on all aspects of the school's decision-making processes.

Keep children safe and support the Head and Designated Safeguarding Lead to implement and oversee the highest possible standards of child protection, prevent strategies and safeguarding throughout the school.

Represent the School at relevant panels, working groups and meetings as required by the Head.

Undertake other duties and responsibilities as is reasonably directed by the Head.

**Person specification: Qualifications and training**

The successful candidate will:

Hold Qualified Teacher Status or equivalent

Have a 2:1 or above degree in a relevant subject

Have further relevant professional/academic study and evidence of CPD and knowledge of current issues in education

**Experience:**

The successful candidate will have experience of:

At least 2 years of proven strong, successful leadership and management experience

Developing policies and protocols.

Raising standards that have impacted positively on pupil attainment and teaching and learning.

Evaluating and using data to plan and improve pupil performance.

Understanding how to empower all pupils and staff to excel.

Implementing, managing and evaluating change in a collaborative way.

Building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for staff to work effectively together to deliver school improvement.