

## **JOB DESCRIPTION**

Post title:	Assistant Headteacher Secondary
School:	Academy 360
Reporting to:	Secondary Principal
Salary:	£48-50k
Hours of work:	Full Time-Permanent

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### **Purpose of Job**

The Assistant Headteacher will work with other members of the Academy's Senior Leadership team to

- Support the Principal through leading managing and monitoring all policies and strategies to deliver the academy's vision, with particular reference to the Secondary School.
- Ensure the effective day to day management of the academy.
- *Specific responsibilities to be determined in line with the strengths of the successful candidate*

### **Main Duties and Responsibilities**

#### **Leadership and Management**

- Work as a member of Academy 360'S All through Senior Leadership Team to ensure that all policies are fully implemented.
- Work closely with other strategic Leaders who form the Academy's Senior Leadership team to develop all through curriculum and assessment that ensures progression throughout the academy's key stages.
- Lead, manage and monitor the Raising Attainment Strategy.
- Support middle academic leaders to ensure that all teaching is of at least good standard.
- Ensure a calm orderly purposeful learning environment for all pupils. Ensure effective behaviour management is in place including through promoting positive learning behaviour.
- Ensure that the social emotional welfare and pastoral needs of all pupils are effectively met so that all pupils are able to achieve their academic potential.
- Ensure good levels of pupil attendance.
- Lead and manage teams including non-teaching support staff to ensure that all pupils access effective high quality support and guidance and put in place effective action/ strategies for improvement where there are areas of weakness.
- Fully implement all policies for safeguarding and the protection and safety of all children.
- Promote inclusion throughout the academy.
- Ensure that the impact of teaching, welfare and pastoral support and where appropriate wider specialist support is regularly monitored and evaluated and that effective plans are in place where there are concerns or areas of weakness.
- Work closely with the SEN Director to ensure that appropriate specialist support is identified and engaged where necessary.

- Provide reports for the academy's governors and trustees as appropriate.
- Work collaboratively with parents and support other colleagues.
- Manage the Performance Management (PM) of teachers and support staff as allocated by The Academy's Principal.

**Teaching and Learning**

- Provide high quality teaching and learning through your own classroom practice.
- Model high quality teaching and learning for others.
- Manage and monitor the quality of teaching and learning for all pupils.
- Support other colleagues to develop their teaching.
- Support other colleagues to develop their leadership skills.
- Ensure that academic leaders are taking effective action where teaching is not of a good standard. Ensure that effective support is in place so that pupils are not disadvantaged by weak teaching.
- Manage and support Academic Middle Leaders to ensure that all teachers are using assessment data and information to plan effectively, to track pupils' progress and to put in place effective intervention where pupils are not making expected progress.

**Training**

- With other leaders, identify the training needs of all academy staff and organise training to meet these needs.
- Provide training to individuals and groups of staff.
- Ensure that you are up to date and conversant with all legislation, guidance, accountability frameworks and good practice for teaching and supporting secondary aged pupils.

**Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

**Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2018 where required.