



## Notley High & Braintree Sixth Form

### Job Description & Person Specification

#### Assistant Headteacher – Narrowing the gap

<b>Responsible to:</b>	<b>Headteacher</b>
<b>Job Purpose:</b>	The Senior Leadership Team currently consists of two Deputy Headteachers, four Assistant Headteachers. In 2024-25 we have also been fortunate to have three of the Bridge Academy Trust's Central Team working with us as Assistant Headteachers. The Senior Leadership Team meets weekly. The sole focus of its agendas are items which will continue to drive the school forward and make it the best it can be. We are not complacent and firmly believe that the best is yet to come.
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Quality assuring the curriculum, teaching and assessment provided for PPG, LAC, CIC, EAL, PPG/SEN cross over students by carrying out regular learning walks, book checks and student voice activities and responding appropriately to what is seen.</li> <li>• Deploying PPG and all additional funding effectively.</li> <li>• Analysing external and internal data regarding the progress and attainment of PPG, LAC, CIC, EAL students: identifying trends and causes for concern for whole cohorts and individuals, putting appropriate intervention in place to address these and monitoring their effectiveness.</li> <li>• Being the first point of contact for the parents/carers of PPG students.</li> <li>• Making the parents/carers of PPG students aware of their entitlement.</li> <li>• Ensuring that all teachers know who their PPG, LAC, CIC, EAL students are and their particular needs.</li> <li>• Quality assurance of EAL provision both in and out of the classroom.</li> <li>• The performance management of staff as allocated by the Headteacher.</li> <li>• Keeping up-to-date with the latest educational research about maximising the potential of PPG students, sharing good practice across the school.</li> <li>• Quality assurance of steps to improve attendance for all students who face disadvantage.</li> <li>• Line management of a subject/faculty area as allocated by the Headteacher.</li> <li>• The performance management of staff as allocated by the Headteacher.</li> </ul>
<b>General:</b>	<p><b>The postholder will also:</b></p> <ul style="list-style-type: none"> <li>• Teach 24/50 periods a fortnight.</li> <li>• Attend all SLT meetings and briefings.</li> <li>• Attend the three weekly meetings of SLT, Heads of Faculty and Line Management.</li> <li>• Attend school functions as required, including those held in the evening.</li> <li>• Have a high, visible presence around the school at all times.</li> <li>• Be an advocate for the Bridge Academy Trust at all times, supporting and liaising with other Trust schools and staff as appropriate.</li> </ul>



## PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	<ul style="list-style-type: none"><li>• A good quality honours degree.</li><li>• Qualified teacher status</li><li>• P.G.C.E. or equivalent in secondary education.</li><li>• Professional qualification as preparation for senior leadership, e.g. NPQSL.</li></ul>	E E E D
Knowledge & Experience	<ul style="list-style-type: none"><li>• Proven success in teaching specialist subject in Years 7-13 and across the full ability range.</li><li>• At least 3 years' experience of leading a subject, department or faculty whose curriculum has been taught and assessed to an exceptional standard, resulting in students making significant progress.</li><li>• Experience of leading or contributing to successful whole school initiatives relating to teaching and learning.</li><li>• Experience of instructional coaching</li><li>• Experience of conducting educational research.</li></ul>	E E E D D
Skills and attributes	<ul style="list-style-type: none"><li>• An understanding of the features of outstanding teaching and learning and the ability to consistently deliver these in own classroom.</li><li>• Ability to give constructive feedback to staff following lesson observations and book scrutinies.</li><li>• Ability to present to a variety of audiences in an engaging and inspirational manner.</li><li>• Ability and willingness to challenge poor performance.</li><li>• Knowledge of effective CPD activities for individuals, teams and the whole staff.</li><li>• Ability to analyse internal and external data, identifying strengths and areas for improvement.</li><li>• Knowledge of intervention strategies effective in tackling academic under achievement.</li><li>• Understanding of adaptive teaching and the most effective strategies to use in meeting the needs of all students.</li><li>• Understanding of the most effective strategies to support students in embedding new knowledge into the long term memory.</li><li>• Knowledge of current Ofsted framework.</li></ul>	E E E E E E E E D D
Personal qualities	<ul style="list-style-type: none"><li>• Efficient organisational skills, including the ability to prioritise and meet deadlines.</li><li>• A commitment to continuing personal development.</li><li>• Good attendance and punctuality record.</li><li>• Professional dress.</li></ul>	E E E E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated March 2025.