



ASSISTANT HEADTEACHER
SCHOOL OF SCIENCE AND TECHNOLOGY MAIDSTONE



JOB DESCRIPTION	
Job Title	Assistant Headteacher
Grade	L8 – 12 or L12 – 16 (depending on experience)
School / Department	SST Maidstone
Base	SST Maidstone
Hours	Full Time
Reports to	Headteacher
Accountable to	Headteacher

Job Summary

We are recruiting for an Assistant Headteacher for School of Science and Technology Maidstone (SST). This is a wonderful opportunity for an experienced senior leader to join an exceptional, oversubscribed school in the fifth year of operation. With the continued growth of our school, we are at a stage whereby we require additional strong leadership to join our strong and aligned Leadership Group.

The Assistant Headteacher is expected to contribute to a strategic view for the school in its community and to analyse and plan for its future needs and further development. The specific areas of strategic responsibility and line management will be defined following appointment as there is a degree of flexibility within our current leadership team.

Key Working Relationships

- Headteacher and members of the Senior Leadership Team;
- Middle leaders (pastoral and academic);
- Classroom teachers;
- Support colleagues;
- Parents and students;
- Safeguarding and health and safety leads;
- Colleagues at other VIAT schools;
- Local agencies that support the school and its students;
- Visitors.

Key Responsibilities

Areas

Quality of Education

- Actively support the Headteacher and the Leadership Team including Governors to work with teaching staff to achieve the very best outcomes for students.
- To review the current curriculum provision and long-term planning, to ensure coverage, progression and a range of learning experiences throughout the school.
- Liaise closely with all staff to ensure continuity and progression across students' age and ability range.
- Lead by example as a teacher and as a leader, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.

- Support subject leaders in the development and implementation of curricular initiatives, e.g. mastery.
- Monitor the quality of education, pedagogy and assessment, as a key member of the Senior Leadership Team through lesson 'drop ins' and student/teacher discussion, in line with school policy. This will include coaching and modelling lessons, as well as the monitoring of short and medium term planning and scrutiny of student work.
- Set appropriate expectations in relation to standards of achievements and the quality of education, establishing clear targets for improving and sustaining students' achievement and supporting the processes of teaching and learning/quality of education, in accordance with agreed policies and guidelines.

Personal Development

- Ensure the maintenance of a structured environment that fosters effective learning, good behaviour and discipline and students' personal, spiritual, moral, social and cultural development.
- Ensure staff share the cultural, academic, personal development and pastoral aims of the school whilst promoting a high quality of learning in the classroom.
- Promote and engage with wider curriculum activities offer.

Behaviour and Attitudes

- To monitor the standards of behaviour and achievement across the school.
- Take some responsibility for the pastoral care of students, and development and maintenance of the school's culture.
- Uphold the school's behaviour policy and uniform regulations, taking consistent and decisive action where appropriate.
- Promote equality, diversity and inclusion across all year groups
- To monitor and uphold the standards and policies of attendance and achievement across the school.

Leadership and Management

- Support staff to meet personal and professional targets.
- Take responsibility for aspects of the school organisation and planning, including robust and realistic self-evaluation.
- Update the Headteacher, other senior leaders and Local School Board on the effectiveness of provision for students throughout the school and within a specific area, as agreed with the Headteacher.
- Set appropriate targets, monitor progress and ensure appropriate action plans are in place where issues are identified.
- Contribute to the annual Reporting cycle and consultation with parents/carers.
- Support the Headteacher in providing a clear direction for the development of the school.
- Contribute to establishing the core values of the leadership team and their practical expression.
- Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the School Improvement Action Plan (SIAP).
- Support the Headteacher, senior team and wider staff body in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives.
- Attend LG meetings, and report back to colleagues when necessary.
- Plan, organise and chair focused meetings as appropriate.
- Lead, support, motivate and direct support staff working within the key stage.
- Liaise with learning mentors, support staff and outside agencies.
- Contribute to the upholding of standards and the schools Quality Assurance processes.
- Support the aims and ethos of the school.

- Liaise with Governors, when appropriate, to facilitate their overview of strategic leadership

People, Relationships and Professional Development

- Sustain effective, positive relationships with all staff, students, parents/carers, governors and the local community, including through student, staff and parent voice initiatives.
- Manage and develop effective working relationships with Headteacher and the senior team.
- Support Curriculum Leaders and Pastoral Leaders, within the context of school policies, in relation to working practices and relationships, including those relating to behaviour, discipline and attitude.
- Encourage personal development, SRE and cultural development within the student body.
- Manage and support innovation and change.
- Lead the professional development of all staff through example, coaching peer support and target setting.
- Take an active role in the development of colleagues either through a through the school's Appraisal process, or the CPD programme. Participate in staff training, both as a participant and as a facilitator.
- Ensure, directly or indirectly, support and training during the induction of new staff and for trainee teachers.
- Maintain effective and efficient management and organisation of the accommodation and resources of the school.
- Participate in Continuing Professional Development with particular reference to designated areas as agreed with the Headteacher.
- Lead or attend team meetings and staff training as agreed with the Headteacher
- Develop links with other local and Trust schools, including primaries ahead of Transition.

Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
AREA	<ul style="list-style-type: none"> • ESSENTIAL 	<ul style="list-style-type: none"> • DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status. • Degree level qualification. 	<ul style="list-style-type: none"> • Masters-level leadership qualification. • NPQSL.
Experience	<ul style="list-style-type: none"> • Middle Leadership experience in a good or outstanding school. • Teaching experience across Years 7-13 inclusive. • Evidence of successful implementation of whole school initiatives, and involvement in strategic initiatives/change management. • Demonstrable evidence of raising standards, and using data and target setting effectively. • Experience in the management of change. • Line management and appraisal experience. 	<ul style="list-style-type: none"> • Evidence of success within a school-based senior leadership development programme. • Senior leadership experience within a similar setting. • Teaching experience in more than one school. • Effective collaboration with external agencies.
Knowledge	<ul style="list-style-type: none"> • Knowledge of current educational trends, curriculum developments and educational initiatives, for example mastery and Rosenshine's principles. • Excellent knowledge and understanding of Personal Development curriculum expectations, and how to embed them school-wide. • Strong working knowledge of latest Ofsted framework and its key priority areas. • In-depth knowledge and ability to effectively use data. 	<ul style="list-style-type: none"> • Experience of school improvement and masters-level study in the leadership of change. • Detailed knowledge of mastery, cognitive science and knowledge retrieval and how to implement in the classroom and beyond.
Skills	<ul style="list-style-type: none"> • Ability to think strategically and with vision and creativity. • Build and maintain effective relationships and teams through effective interpersonal skills. • Excellent communication skills both oral and written. • Have realistic and high expectations of self and others. • Commitment, honesty and dedication. • Ability to manage own time effectively. • Reliability and integrity. • Resilience and tenacity. 	<ul style="list-style-type: none"> • An ability to work under pressure for short periods, maintaining a sense of perspective and humour.

	Be able to understand complex data and prioritise needs for improvement.	
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