

Job Description: Assistant Head (Operation)

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.

Ensuring effective communication throughout the school community;

Supporting the school's continuing commitment to the development and investment in technology across the school;

Co-ordinating the Management Team & Senior Leadership Team Meetings.

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.

Operational Leadership

Lead the day-to-day operation of the School, including teaching staff allocations, timetabling and staffing requirements, staff stationery (for example, planners), duty rota and the effective management of deployment of staff. To organise staff absence cover and provide details of the week ahead activities to all staff. To prepare and monitor the GAP Assistants' timetable and act as a mentor.

Ensure the needs of pupils are met, including pupils' stationery (for example, books and planners).

To oversee the logistics of major school functions. Manage and collaborate with other members of the Senior Leadership Team to guarantee the successful responsibility of the School's calendar and whole school events, including (but not limited to) Speech Day, Carol Service, Founder's Day, Productions and Open Days.

To be alert to problems and issues as they arise in the day to day running of the School and respond to them calmly and accordingly. To be proactive should problems occur.

Assist in the interviewing process for new members of staff and to prepare interview timetables contribute to the recruitment of staff of the highest calibre.

Be responsible for the running of the Performance Development programme for staff, including innovative training and development, by proactively managing their Professional Development and Annual Reviews and determining their targets. To develop and implement an effective INSET programme for all staff development, leading CPD opportunities for teaching staff, as appropriate, and induction of new staff. Responsible for Induction programmes – Staff, Gap Assistants, ECT and QTS induction. To oversee that quality assurance and self-evaluation activities are set up and implemented.

To assist the Head in the development and implementation of the School's development plan, including promoting a clear vision for the School which embodies the highest expectations of staff and pupils. To monitor and evaluate the effectiveness of all areas of the School's provision. Build on the whole school development plan to champion an education based on academic excellence and reflecting the School's aims and values. Be actively involved in digital and innovation projects for the school.

To assist the SLT to ensure that school policies are reviewed annually and updated when necessary. Support the Head in ensuring the school is inspection ready.

To oversee and monitor pupils' attendance and collaborate with the SLT on issues.

To liaise with the Head of Co-curricular the organisation and delivery of school trips, Focus Days and co-curricular activities and clubs.

Overseeing the House System in conjunction with the Heads of Houses.

To make sure there is clear and timely communication with parents including the responsibility of up-dating of all School Handbooks.

Develop the School's outreach into the local community and beyond, by liaising with the Bursar and the School pupil committees (for example: School Council, ECO and Anti-Bullying).

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.

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 Health & Safety Committee, and contribute to the Academic & Curriculum and 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 the running of the school for the benefit of the 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 coordinate and set up all weekly Staff Meetings.

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 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.

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.

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