



## Assistant Headteacher

Salary / grade range	L6-L10 (£53,380-£58,959)
Location	Co-op Academy Woodlands, Leeds
Reports to	Headteacher, Governors, Trust SLT

### Purpose of role:

The assistant headteacher you will be part of the Senior Leadership Team and under the direction of the headteacher, will take a role in:

- Support the Headteacher and Deputy Headteacher in formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the Academy's aims and objectives
- Lead a Key stage as line manager and act as a team leader for staff performance management.
- Lead on the development of teaching and learning, with a particular focus on non-core subjects in the first instance
- Share the leadership of behaviour across the academy
- Have a senior leadership role and share responsibility for planning and developing academy procedures, including academy self-evaluation and review.
- Act in all matters normally dealt with by the Headteacher/Deputy Headteacher in their absence, including disciplinary issues as they arise, taking assemblies and meeting with parents
- Be aware of all the necessary procedures in the event of accident or emergency. Ensure implementation of relevant policies and procedures including health and safety and security.
- Act in a professional manner when dealing with all pupils, parents, and colleagues in curriculum and pastoral matters; endeavour to maintain good staff morale throughout the academy
- Ensure a proactive approach to maintaining high levels of professionalism and furthering your professional development by keeping abreast of current developments, attending training, reading relevant publications and disseminating information to colleagues as appropriate.

The assistant headteacher will also have a timetabled teaching commitment of 60% complying with the teachers' standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the headteacher.

### Key accountabilities (and specific duties / responsibilities):

#### Shaping the future:

- Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Work with the Headteacher/Deputy Headteacher to provide professional leadership for the school



which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

- Support the Headteacher/Deputy Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation
- Works with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement

#### Leading teaching and Learning:

- Be an excellent role model to all teaching staff within the school and reflect a high level of professional teaching standards
- Demonstrates and articulates high expectations and set stretching targets for the whole school and / or key stage areas
- Monitors, evaluates and reviews classroom practice and manages improvement strategies ensuring the highest quality of learning experiences for all pupils
- Work with the Headteacher/Deputy Headteacher and the governing body to create and sustain an environment and code of behaviour and discipline that secures and sustains effective teaching and learning
- Provide a model of good or outstanding teaching and be able to share that expertise with colleagues
- Observing teaching and learning in order to support and develop colleagues to meet personal and professional targets
- Analysing pupil progress using tracking systems to set targets and inform school improvement.
- Develop classroom environments and teaching practice which secures effective learning across the breadth of the academy curriculum and provides a professional model for others, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline
- Take responsibility for the leadership, development and monitoring of a curriculum area(s) or whole school curriculum aspect(s)
- Take responsibility for the leadership of a Key stage within the academy
- Support the Headteacher/Deputy Headteacher in the monitoring of the quality of teaching and pupil's achievement including the analysis of performance data
- Support the Headteacher/Deputy Headteacher in the management and organisation of relevant groupings of children and through liaison with individuals as appropriate, in order to ensure effective teaching and learning takes place and that children's personal development needs are met
- Support the Headteacher/Deputy Headteacher in developing links with parents/carers, other schools and academies, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.

#### Developing self and working with others:

- Manages positive working relationships with all staff
- Motivates and challenges all staff to maintain high expectations of behaviours and academic standards
- Develops and maintains effective strategies and procedures for staff induction, professional development and performance review
- When required, mentor Students, NQTs and RQTs

#### Managing the organisation:

- Support the Headteacher/Deputy Headteacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities
- Implements evidence-based school development plans and policies for the organisation and its facilities



- Ensures that policies and practices take account of national and local policies and initiatives
- Manages the school environment to ensure that the school meets all health and safety regulations
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document
- Perform any reasonable duties as requested by the Headteacher

#### Securing accountability:

- Manages staff roles and ensures that responsibilities are clearly defined, understood and agreed
- Works with the Governing Body or Governing Body sub-groups to enable them to meet their statutory responsibilities
- Is able to present the school's performance and other school initiatives to a range of audiences; parents, Governors, school improvement officers and other external agencies

#### Strengthening the community:

- Works with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community
- Builds the reputation of the school with the outside community
- Creates and maintains partnerships with parents and carers to support and improve pupils' achievement and personal development

#### Child Protection:

- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively

### Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> <li>• Recent participation in a range of relevant in-service training/professional development</li> <li>• Professional leadership qualification</li> </ul>	D	A A A, I A, I A
<b>Leadership and management</b> <ul style="list-style-type: none"> <li>• Successful leadership and management in the classroom.</li> <li>• Leadership and management experience in a school</li> </ul>		A, O A, I



<ul style="list-style-type: none"> <li>• Understanding of Co-op Values and utilise this to improve staff performance</li> <li>• Experience of contributing to staff development</li> <li>• Ability to line manage staff</li> <li>• Ability to use and implement policies and procedures</li> <li>• Ability to make and implement difficult decisions</li> </ul>		<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
<p><b>Shaping the Future</b></p> <ul style="list-style-type: none"> <li>• Implements an improvement plan across a key stage or classroom, identifying the priorities and evaluating the impact</li> <li>• Works with and motivates teams and individuals to implement changes across the school</li> <li>• Can demonstrate belief in the power of co-operation as a force of good</li> </ul>	<p>D</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p>
<p><b>Leading Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Has a strong track record of improving pupil outcomes</li> <li>• Being an excellent role model in all teacher standards</li> <li>• Knowledge of how to use pupil data to monitor and improve pupil progress</li> <li>• Knowledge of assessment tools to monitor and improve teaching and learning</li> <li>• Ability to identify and implement effective interventions to ensure pupils maintain good progress</li> <li>• Ability to identify excellent classroom practice to enable teachers to improve, through effective mentoring, coaching and feedback</li> <li>• Is an ambassador for co-operative teaching and learning techniques</li> </ul>	<p>D</p>	<p>A, I, O</p> <p>A, I, O</p> <p>A, I</p> <p>A</p> <p>A, I</p> <p>A, I, O</p> <p>A, I</p>
<p><b>Developing self and others</b></p> <ul style="list-style-type: none"> <li>• Regularly reviews own practice and continually participates in quality CPD</li> <li>• Have the ability to plan and deliver quality CPD</li> <li>• Uses CPD to motivate, enthuse and develop staff</li> <li>• Ability to plan and allocate work effectively</li> <li>• Ability to coach and mentor staff</li> </ul>		<p>A, I</p> <p>A</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
<p><b>Managing the organisation</b></p> <ul style="list-style-type: none"> <li>• Implements change to staffing structures</li> <li>• Manages the school's environment in line with health and safety regulations</li> </ul>	<p>D</p>	<p>A, I</p> <p>A, I</p>



<p><b>Securing accountability</b></p> <ul style="list-style-type: none"> <li>• Holds people to account for what they have agreed to deliver</li> <li>• Provides performance data to Headteacher, parents, governors and the Trust</li> </ul> <p><b>Strengthening the community</b></p> <ul style="list-style-type: none"> <li>• Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences for pupils</li> <li>• Works with parents and carers to improve pupil achievement</li> <li>• Builds effective relationships with the Co-op as the Trust's sponsor and promotes engagement with their community activities</li> </ul> <p><b>Child protection</b></p> <ul style="list-style-type: none"> <li>• Is aware and able to manage effective CP policies and procedures</li> <li>• Ability to deal with sensitive issues in a supportive and effective manner</li> </ul>		<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>I</p> <p>A, I</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Lead by example as a teacher and in leadership across the academy</li> <li>• Moral purpose (equality, pupils and adults treated with respect)</li> <li>• Child centred</li> <li>• Resilient</li> <li>• Integrity</li> <li>• Self-motivated and able to motivate others</li> <li>• Works to deadlines</li> <li>• Enthusiastic and optimistic</li> <li>• Excellent problem solver</li> <li>• Support and actively promote the values and beliefs of the Academy</li> <li>• Good level of communication with good interpersonal skills</li> <li>• Committed to working with others in the community to improve outcomes for the pupils</li> <li>• Committed to standards of excellence for all and focused on continuous improvement</li> <li>• Good track record of personal performance</li> <li>• Committed to personal professional development</li> </ul>		<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim



# Academies Trust

to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.