

Assistant Head Teacher (KS4 Raising Standards)

Level/Salary Range:

L11 - L18

Position Type: Full time

Department:

All School

- To support the Co-Head Teacher's in ensuring the day-to-day smooth running of the School
- To take a lead role in raising the standards of achievement, attainment and behaviour and in promoting the School's ethos of high aspirations and outstanding performance in all areas
- To be an outstanding role model in all aspects of the school's ethos of professionalism, accountability of performance, attendance and punctuality, meeting deadlines, collaboration with colleagues, high visibility
- To be responsible for establishing, monitoring and evaluating the quality and standards of provision in relation to student performance at KS4, progression and learning as set by the Co-Head Teachers and the Governing Body

Key Accountabilities

General Responsibilities:

- Uphold the ethos and promote the core principles of the School: equality of experience in education for all
- Conduct him/herself in a professional manner at all times - role modelling to colleagues and students at all times
- Set high standards of personal effectiveness, punctuality and attendance
- Support the co-head teachers in developing and implementing the strategic school development plan and contribute to the School's self-evaluation, critically evaluating strategies for school improvement and contributing effectively to strategic planning meetings
- Support the Professional development of all staff - deploy and develop staff effectively
- Promote effective relationships with external partners
- Support the School's quality assurance systems
- Play an active role in the induction of new staff
- Support the School's extra-curricular, enrichment and study support programmes
- Maintain a high profile and visible presence within the School and its immediate vicinity and carry out senior duties effectively
- Line-manage curriculum areas as designated
- Make effective use of assessment data to support and advise line-managed departments
- Take a leading role during School events, open evenings, parental consultation meetings and options interview days
- Lead in the delivery of In-service training
- Maintain the high standards of student behaviour around the School, leading by example and supporting junior colleagues when necessary
- Support the pastoral team with the investigation of incidents and implementation of sanctions
- Contribute to the School's rewards systems
- Lead by example in the delivery of high-quality lessons, maintaining Good/Outstanding lessons on a daily basis
- Observe colleagues as part of the Performance Management, NQT or Quality Assurance systems and give objective feedback setting targets for improvement, where appropriate
- Review and adapt systems and policies in response to the changing needs of stakeholders
- Represent the School's interests in meetings with external agencies
- Present reports to governors regarding areas of responsibility

Specific Responsibilities:

- Raising standards
- Using the school's KS4 data system to effectively analyse performance and respond appropriately.

S1

Reviewed September 2017 *This job description is not necessarily a comprehensive definition of the post or statement of procedures and tasks, but sets out the main expectations of the post holder's professional responsibilities and duties. It will be subject to review and it may be subject to modification or amendment.*

Person Specification/Key Skills/Key Requirements
<p>PROFESSIONAL SKILLS AND EXPERIENCE</p> <ul style="list-style-type: none"> • Qualified teacher • Be able to improve further standards of classroom management and practice • Have the necessary experience to give a clear lead on curriculum, resources, finance and pastoral issues • Have the ability to analyse problems, reach judgments and resolve issues • Be skilled in the monitoring of performance of people and policies <p>LEADERSHIP AND MANAGEMENT</p> <ul style="list-style-type: none"> • Have strong leadership qualities with a proven record of managing significant educational responsibilities • Be capable of leading and contributing to the Senior Leadership Team • Have the capacity to respond to changing needs with vision and the ability to translate that vision into practical policies • Demonstrate a personal commitment to quality and excellence in learning and teaching • Demonstrate an understanding of financial management particularly as we are likely to face tighter budgets in future years <p>PEOPLE RELATIONSHIPS AND COMMUNICATIONS</p> <ul style="list-style-type: none"> • Be able to relate to all students in a positive and constructive way and inspire them to achieve more than they think possible • Have the ability to earn the respect of the co-head teachers, staff, governors and parents • Have the ability to build on the strengths and expertise of individual staff and possess the flair to motivate and lead staff as a whole • Possess integrity, optimism, resilience and a well-developed sense of proportion and humour • Possess excellent written and verbal communication skills and the ability to chair and participate in meetings • Be committed to furthering the relationship with the local and international community • Have the ability to build constructive relationships with other educational organisations and local employers • Have the ability to work with local and national media
Demonstrate the following Leadership Competencies
<p>Educational Excellence LEARNING FOCUS - MODELLING EXCELLENCE IN LEADERSHIP OF TEACHING AND LEARNING - DELIVERING CONTINUOUS IMPROVEMENT Strategic Leadership IMPACT AND INFLUENCE - SELF-AWARENESS - PERSONAL DRIVE OPERATIONAL MANAGEMENT INFORMATION SEEKING - ANALYTICAL THINKING - HOLDING OTHERS TO ACCOUNT</p>