

Role Profile: Assistant Head Teacher (Upper School)

Purpose

Academic and pastoral leadership of the Upper School (Years 7 & 8 – approximately 65 pupils)

Key Accountabilities

- Line management of Deputy Heads of Upper School and some Heads of Subject.
- Lead Upper School team meetings and assemblies.
- Support the development of teaching and learning.
- Support the Deputy Heads of Year in managing pastoral and behavioural concerns and to meet with parents as and when required.
- Setting standards and monitoring of pupil behaviour and discipline.
- Make use of assessment data (internal and external), and plan and lead on appropriate intervention.
- A good understanding of the demands of the different senior schools to which our pupils go on to.
- Take on projects as directed by the Head Teacher (such as leading on the development of the NBH Diploma which will eventually replace the Common Entrance)

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

| | Essential | Desirable |
|----------------|--|---|
| Qualifications | <ul style="list-style-type: none">• Good academic qualification to degree level | <ul style="list-style-type: none">• Masters' Degree |
| Skills | <ul style="list-style-type: none">• An excellent classroom practitioner.• Commitment to professional development and an interest in educational research and effective teaching and learning.• Excellent communication skills, particularly when addressing staff, pupils or parents• Confident in the use of ICT• Excellent time management and organisational skills• A commitment to getting to know each pupil as an individual learner• The ability to work flexibly, using own initiative and prioritising effectively | <ul style="list-style-type: none">• Ability to lead and evaluate whole school initiatives.• An understanding of the process involved in school improvement.• Ability to present to a wide range of audiences. |
| Experience | | <ul style="list-style-type: none">• The capacity to contribute to the broader life of the school• Senior Leadership Team experience |

Key Stakeholders:

Internal – Pupils, Staff, SLT
External – Parents