

Job Description

Job Title	Assistant Headteacher, Middle School (Year 9 & 10)	Grade	L14-L18
School	Oaks Park High School		
Reports to	Deputy Headteacher		
Liaising with	Headteacher/Deputies/Assistant Headteachers; Team Leaders; relevant support staff, LBR staff and parents		
Specific responsibilities	<ul style="list-style-type: none"> ● Middle School Student Outcomes and Analysis ● Behaviour and attitudes to support student progress ● Implementation of the curriculum design including Yr 9 Super Curriculum ● Effective use of Data Management Systems including SISRA, ALPs and Bromcom ● Effective use of external reports for planning e.g ISDR ● Line management responsibility for Pastoral Leaders 9 & 10 ● Middle School Intervention & Mentoring (curriculum & pastoral) ● Uptake of Extracurricular Provision and implementation ● Pastoral Leadership Self-evaluation ● Year 9 & Year 10 Parents' Events ● Strategy Budget Holder ● PPE Exams Coordination and Analysis (Y9-10) ● Reporting at Governor Committee meetings on Strategy and outcomes ● Line management of a Curriculum Leader (tbc) ● Chair of Pastoral Leaders' Meetings (on rotation) 		
Wider responsibilities			
<ul style="list-style-type: none"> ● To support the operational management of the school. ● To provide high quality line management of key teams including curriculum, pastoral teams and associate staff, as required. ● To drive school improvement to ensure the school provides an excellent standard of education for all students. ● To contribute to the development, review and implementation of the School Priorities Plan and Progress Plans on a termly basis. ● To plan, write, review and uphold school policy in designated areas. ● To advise and report to the governing body and other key stakeholders as required ● To liaise with outside agencies at local and national level to optimise support and opportunities for students and staff. ● To develop productive relationships with the school's community, including other 			

secondary schools and feeder primary schools

- To provide an authoritative and visible presence in and around the school, including the local community.
- To provide regular feedback for staff in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible and measurable impact, and to hold staff accountable for student progress.
- To engage other leaders in the school and governors in the ongoing review of standards, quality of leadership and effectiveness of systems and structures.
- To coach and mentor staff, building a culture of trust, transparency and integrity.
- Oversee and evaluate budget allocations to ensure the budget is spent in line with priorities and the principles of best value.
- To understand and lead change processes where required so that school improvement is continuous and engages all stakeholders.
- To ensure high quality communication within the school and with families and other agencies takes place, and that parent/carer satisfaction ratings are high.
- To ensure that the profile and reputation of the school are held high, through effective marketing and public relations.
- To ensure that best practice in safeguarding prevails school-wide.
- To ensure that the needs of all children and young people in the school are being met, particularly students from vulnerable groups or those who are underachieving.
- To use data effectively and strategically to raise attainment.
- To manage yourself and your professional relationships well.
- To commit to your own continuing professional development.
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
- To keep up-to-date with developments and new ideas related to leadership, teaching and learning.
- To teach students within the age range of 11-18 in accordance with the professional duties of a teacher.
- Conduct assemblies, detentions and carry out Senior Leader duties around the school.
- To comply with and undertake any other duty as specified by the Teachers' Standards and School Teachers' Pay and Conditions documentation not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade and job title.

The postholder will be expected to work flexibly and carry out duties in compliance with the school and London Borough of Redbridge policies.

I acknowledge that I have seen, understood and received a copy of the job description.

Signed: _____ Assistant Headteacher

Print name: _____ Date: _____

Person Specification

Job Title	Assistant Headteacher, Middle School (Year 9 & 10)	Grade	L14-18
School	Oaks Park High School		

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications & Experience		
Education to a good honours degree or equivalent plus Qualified Teacher Status.	E	A
Recent continuing professional development undertaken to Senior Leadership level.	E	A
At least 3 years' successful experience as a Middle/Senior Leader.	E	I R
Knowledge & Understanding		
High level knowledge of whole school curriculum developments and issues.	E	I R
Excellent knowledge and understanding of what high quality teaching and learning is.	E	A I R
Knowledge, understanding and leadership accountability within the school organisation.	E	A
Leadership & Management		
Proven record of:		
• the ability to motivate and inspire both staff and students	E	A I R
• the ability to delegate and consult effectively	E	I R
• very good organisational and management skills	E	I R
• successful team management	D	A I R
Effective use of data to evaluate student and department performance in raising standards.	D	I R
Evidence of improving teaching and learning through the implementation of best practice, change and innovation.	D	A I R

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Teaching & Learning		
High level teaching and learning skills.	E	I R
Proven record of promoting high student achievement.	E	I R
Proven record of very good student examination attainment	E	A I R
Experience of teaching in a large mixed comprehensive school across 11-18.	D	A R
Personal		
High quality interpersonal skills, with the ability to communicate effectively with individuals and a variety of audiences.	E	I R
Ability to build productive relationships with students, staff, parents and governors.	E	I R
Ability and willingness to empathise and listen and to be self-critical and reflective.	E	I R
Possess enthusiasm, integrity, creativity, flexibility, emotional resilience and be hard-working.	E	I R
Understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education.	E	I R
Safeguarding		
Motivation to work with children and young people.	E	I R
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E	I R
Emotional resilience in working with challenging behaviours.	E	I R