

## THE MARCHES ACADEMY TRUST

<b>POST TITLE:</b>	Assistant Headteacher
<b>GRADE:</b>	Leadership pay scale - salary negotiable
<b>HOURS OF WORK:</b>	1.0fte
<b>POST STATUS:</b>	Permanent

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### INTRODUCTION

#### **Vision and Values** - Our Vision – ‘Achievement Through Caring’

We believe: Successful creative lifelong learners participate in a journey of self-discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.

#### **We offer:**

- ❑ A supportive environment with an experienced team where you will be invested in and valued
- ❑ A varied and exciting role – building relationships with a range of colleagues across the Multi-Academy Trust
- ❑ A varied day with different experiences and challenges
- ❑ A Talent Pathway that offers you continued professional development and learning for you as an individual

### **PURPOSE**

To ensure quality first teaching gives every child the skills to achieve in a caring environment.

### **RESPONSIBLE TO**

Associate Headteacher

### **MAIN ACTIVITIES TO THE PARTICULAR DUTIES:**

- ❑ To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school
- ❑ To teach, 12/30 lessons in an agreed subject area(s) to a range of abilities and ages as directed by the Associate Headteacher
- ❑ To lead on defined key areas of the school's work, contributing to and impacting on the school development plan.
- ❑ To lead and foster innovation across the school and community to drive up standards
- ❑ To lead on the application of the appraisal and capability policies across the school
- ❑ To lead and attend all relevant staff meetings as required by the school calendar and your role
- ❑ To continue to develop the school's role within the local and national community (community cohesion)
- ❑ To attend meetings of the full Governing Body as required.

- ❑ Work with others in the leadership team on the school self- review process to monitor, evaluate and develop standards across the school.
- ❑ Work with others in the leadership team to ensure CPD is appropriate and effective.

## **SHAPING THE FUTURE**

- ❑ To lead on the establishment and implementation of the school vision and standards so that it is shared and acted upon with colleagues and students
- ❑ Work with the Associate Headteacher on strategic improvement plans that realise the vision and sustain school improvement
- ❑ To work with all staff to create a positive, inclusive climate to take the school vision forward
- ❑ Collaborating with parents/carers, to ensure students' well-being and improve their achievement and personal development
- ❑ Contribute to the overall strategic direction of the school as a member of the Leadership Group
- ❑ Support the Associate Headteacher in developing an effective financial strategy to meet the needs of the school and the school improvement plan

## **LEADING BEHAVIOUR FOR LEARNING**

- ❑ To ensure that subject teams linked to the role work together to create an outstanding environment for learning where all students feel confident to achieve their best
- ❑ To set and monitor performance goals for Departments to ensure delivery of the school development plan
- ❑ To develop skills for effective learning throughout Key Stage 3 and 4
- ❑ Take corrective action to ensure quality and performance standards of behaviour and learning are continually improving
- ❑ To use appropriate data to support Departments
- ❑ Monitor students' progress, to set challenging targets and identify areas for improvement
- ❑ To be involved in securing high standards of Teaching and Learning so that students are engaged in learning and ensuring an ethos of challenge and support where students can achieve success
- ❑ To oversee and ensure that effective and appropriate intervention strategies are employed to support all students
- ❑ To ensure that improvements in literacy, numeracy and information technology are a priority for all students to ensure economic well-being for all
- ❑ To ensure that students develop Recall, revision and learning skills in order to learn more effectively and with increasing independence
- ❑ To create and maintain an effective partnership with parents/carers to support and improve students' achievement and personal development

## **DEVELOPING SELF AND LEADING OTHERS**

- ❑ Lead, monitor and evaluate the work of Directors and Subject Leaders.
- ❑ Grow leadership potential within the school through identification and nurture of staff as a senior leader.
- ❑ To take responsibility for own professional development including maintaining an up to date knowledge of educational trends, developments and related legislation including engaging fully in performance management and appraisal of self and other staff.
- ❑ Contributing to effective staff induction and professional development
- ❑ Managing own workload and the workload of individuals and teams effectively, providing

support where necessary and delegating where appropriate

- ❑ To ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Teachers and by the Associate Headteacher

## **MANAGING AREA OF RESPONSIBILITY**

- ❑ Using schemes of work and student data to plan effective lessons which engage students actively and lead to high levels of progress and attainment
- ❑ Implementing clear and appropriate evidence based improvement plans and policies and monitoring, evaluating and reviewing their effects
- ❑ To enable Teaching and Learning to be outstanding by leading effective strategies that enable all teachers to achieve grade 1 consistently in lesson observations.

## **SECURING ACCOUNTABILITY**

- ❑ Taking a significant role in contributing to school self-review and using its outcomes, along with a range of other evidence, in monitoring and evaluating aspects of school life and completion of the School SEF in conjunction with the Associate Headteacher
- ❑ Ensuring that staff accountabilities are clear and are regularly monitored, evaluated and reviewed
- ❑ Presenting information about the performance of the school to a range of audiences including governors, parents and carers

## **Objectives and Outcomes**

To be determined based upon the strengths with the successful post-holder once appointed.

The specific focus of the role will be assigned when the Leadership Group roles are established for 2019/2020.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Associate Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

*“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful*