



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

POST TITLE	ASSISTANT HEAD (SENIOR LEADERSHIP TEAM) SPECIALISM: 'TEACHING AND LEARNING AND/OR INCLUSION AND SEND'
GRADE	L15 – L19 (Inner London)
DEADLINE	Wednesday 23 April (Interviews to take place Tuesday 29 April)
RESPONSIBLE TO	Head Teacher and Governing Board
JOB PURPOSE	To play a key role in whole school strategic and operational leadership working under the direction of the Head.

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

MAIN PURPOSE OF THE ROLE

'Nec Aspera Terrent'

To play a key role in whole school strategic and operational leadership under the direction of the Head. The successful candidate will be expected to embrace the school's robust academic and pastoral ethos with a view to taking its impact on student outcomes to higher levels, so that what Drayton Manor offers the education system will become ever more distinctive.

They will be expected to prepare and, where appropriate, oversee, the implementation of improvements intended to anchor our ethos and standards ever more deeply into the life of the school, building on what has already proved successful and drawing on the experience of other schools. The school is in a position where we seek to be ever more innovative in our approach to ensuring our students receive the highest standards of education.

Particular priorities for the post holder will be work that promotes:

- ambitious learning: instilling in every student the fundamental importance of academic rigour in all they do, combined with the value of breadth in their studies
- the character of students; stimulating relish for fresh challenges and personal responsibility; and
- acquisition of civic virtue; including integrity, care for others and sharing non-academic life experiences.

In summary, these priorities aim at producing personally rounded and highly knowledgeable students who strive to be exemplary citizens, contributing in all ways, and especially as role models within their communities, locally or on the world stage.

The school is looking for candidates who have a specialism in either 'Teaching and Learning and/or Inclusion and SEND'. The Senior Team works on a role rotation model, so the successful candidate would be expected to rotate into responsibility for other areas of the school once their work is established.

PRINCIPAL RESPONSIBILITIES

- To play a key role in promoting the aims, values and ethos of the School and facilitate effective communications with all stakeholders
- To support the Head in leading the operational and ongoing strategic development of the school
- To attend meetings with the SLT, Governors and other stakeholders if requested to do so
- To take a lead in monitoring, evaluating and developing the quality of provision across the School and raising student achievement
- To oversee the quality of the curriculum for a Faculty or Year group, working very closely with the middle leader
- To play a role in contributing to strategic and operational planning, specifically the formulation of the School Development Plan and SEF
- To report to and work effectively with Governors
- To develop and maintain systems which track and evaluate student progress and outcomes and to subsequently identify and act on areas of improvement
- Undertake a range of rigorous quality assurance activities in order to report on the impact of school improvement strategies and systems in order to make recommendations for development and target support accordingly
- Make a significant contribution to the development of leadership and management capacity across the middle leadership structure
- To oversee the development and embedding of excellence in agreed areas such as Teaching and Learning and/or Inclusion and SEND
- To develop and implement action plans which raise standards and secure improvements
- Work with the Head and Senior Leadership Team to support, mentor and coach colleagues across the School in the implementation of school improvement strategies and professional development
- To either be responsible for the line management of a Year group or support with this depending on the wider roles allocated
- To attend and chair meetings as appropriate
- To line manage key Heads of Faculty and other appropriate areas of the school as required
- To work with Middle Leaders to ensure effective systems are in place to track and monitor student progress and provide impactful interventions as necessary
- Develop, implement, and support relevant school academic policies and procedures
- To undertake other relevant duties commensurate with the role under the direction of the Headteacher