

Assistant Head teacher

JOB DESCRIPTION AND PERSON SPECIFICATION

1. Job Purpose

Carry out the duties of this post in line with the remit outlined in the current School Teachers Pay and Conditions Document including the conditions of employment for Assistant Head teachers and the schools own policy.

Under the direction of the Head teacher and Deputy Head teacher play a lead role:

- In formulating the vision, values, aims, objectives of the school and establishing the policies through which they are to be achieved
- Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
- Proactively manage staff and resources
- Take full responsibility for the school in the absence of the head teacher
- Carry out the professional duties of a teacher as required
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- To be an associate member of the governing body and sub committees

Duties and Responsibilities

Shaping the future

- In partnership with the head teacher and governors establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- Alongside the head teacher, lead the analysis of school attainment and progress data;
- In partnership with the head teacher, manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the head teacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken in to
- In partnership with the head teacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken in to account

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community

- Work with the head teacher to raise standards through staff performance management
- Lead the development and delivery of training and support for staff
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the head teacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the head teacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond.
- Organize and support the induction of staff new to the school and those being trained within the school
- Act as an induction coordinator for NQTs
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the head teacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Lead by example, promoting good classroom organization and management and being proactive in new initiatives and curriculum development;
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the head teacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Act as a team leader in relation to Performance Management and the professional development of Teaching Assistants and Teaching Staff;
- Lead the Lunchtime Supervisor Team
-

Managing the organization

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the head teacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. staff absence cover
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team

- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Headteacher
- To be responsible for the allocation and impact of Sports Funding, reporting to governors regularly

Securing accountability

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards
- Support the head teacher in reporting the school's performance to its community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Strengthening community

- Work with the head teacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

Person Specification

Teaching and Learning	A secure understanding of the requirements of the National Curriculum	Experience of mentoring staff to improve teaching
	Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils	
	A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning	
	Experience of effective monitoring and evaluation of teaching and learning	
	Secure knowledge of statutory requirements relating to the curriculum and assessment	

Behavioural attributes	Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect	Demonstrate a commitment to the Trust values
	Open, honest and an active listener	
	Takes responsibility and accountability	
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	
	Committed to the needs of the pupils and staff	
	Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations	
	Is committed to the provision and improvement of quality teaching	
	Is adaptable to change/embraces and welcomes change	
	Acts with pace and urgency being energetic, enthusiastic and decisive	

	Communicates effectively demonstrating success in involving parents, governors and the community in children's learning	
	Has the ability to learn from experiences and challenges	
	Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills	
	Has confidence, stamina and resilience	
	Possesses a sense of humour	

Application & Interview Process

Closing Date for Posts: Monday 19th March 2018
Shortlisting of Applicants: Monday 19th March 2018
Interviews: Friday 23rd March 2018

References for short-listed candidates will be sought prior to the interview

Supporting Statement

As part of the application process, we invite you to in no more than two sides of A4 to outline how your previous posts have prepared you for this role.

We would request that you refer to:

- How you have personally impacted upon the quality of Teaching, Learning & the Raising of Standards within your current post
- What your role has been and the difference you have made
- The impact of any specific intervention/action which you have led upon

Appointment Timescale

To commence September 2018

Pay-Scale

The pay-scale for the post is L4 - L8

Safeguarding

Victoria Park Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and conviction in your application form.

