**Acting Assistant Headteacher Key Stage 5 (maternity cover)**

**Post title**: Acting Assistant Headteacher Key Stage 5 Teaching up to 50%). Full time.

**School**: Shaftesbury High School

**Pay range**: L7 (Outer London)

**Line manager:** The Headteacher

**Supervisory responsibilities**: Oversee Key Stage 5 and Relevant areas of the SIP

**Main Purpose of the Role**

To provide professional leadership and management of the school, in conjunction with the Headteacher and Senior Leadership Team. To be responsible and accountable to the Headteacher and Governing Body, with particular regard to standards of teaching and learning in the school. This post is subject to the conditions of service laid out in the School Teachers' Pay and Conditions document, for staff paid on the leadership scale.

**Duties and Responsibilities**

* Supporting the Headteacher in meeting and promoting the vision, aims, ethos and policies of the school.
* Ensuring that the targets and deadlines of the Sixth Form and School SIP’s are prioritised, on target, and met.
* Be an active and engaged member of the Senior Leadership Team working closely with colleagues on matters related to and affecting the whole school.
* Promoting expectations of high levels of effort and achievement in the school.
* Supporting and improving the quality of teaching and learning.
* Being responsible for leading and managing a significant phase and raising the quality of teaching and learning across the school.
* Ensuring that the procedures for developing and supporting effective teams of staff to meet the needs of all learners are followed.
* Managing staff to ensure their effectiveness on a day to day basis and through procedures such as appraisals.
* Playing a key role in the behaviour management of the whole school.
* Working alongside the Headteacher in carrying out effective school self-evaluation.
* Deputising for the Headteacher in their absence.
* Developing effective working relationships with students, staff, parents, governors and external agencies.
* Being a DSL.
* Maintaining professionalism at all times.
* To oversee the responsibilities of the reading teacher.
* Assuming any other reasonable duties as needed and as directed by the Headteacher.

**Supervisory/Managerial Responsibilities**

* Promote whole school commitment to the safeguarding procedures and ensuring the welfare of children and young people.
* Lead and manage and have responsibility for all matters related to Key Stage 5.
* Work closely with the Key Stage Coordinators.
* Complete the appraisal process with staff across the school workforce.
* Monitor and evaluate assessment data from across the school and identify strengths and weaknesses, with the AHKS4,  ensuring the findings inform the school improvement work on teaching and learning.
* Contribute to the whole school policies, procedures and ethos to promote pupil wellbeing, good behaviour and discipline.
* Lead effective teams towards agreed goals in the Sixth Form SIP.
* Support the development of effective, engaging and creative schemes of work and medium and short term plans.
* Participate, and lead, the selection and appointment of the teaching and support staff of the school.
* Oversee the Coffee Shop systems and processes.
* Supporting systems that ensure appropriate time and planning for trips and visits for Key Stage 5.
* Managing the use of Evidence for Learning in Key Stage 5.
* Supporting colleagues completing professional qualifications for teaching.
* Lead on operational and team meetings, monitoring and comprehensive note taking/ minuting for clarity for all team members.
* Participate in the teaching of pupils at the school, including providing cover for absent teachers across the school, to an extent that has regard for the postholder’s other professional duties.
* Participate in training and other learning activities and performance development as required.
* Lead training as required.
* Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support diversity and ensure equal opportunities for all.
* Contribute to the overall wellbeing, ethos, work, and aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals.

**Communication**

* Undertake all relevant tasks to ensure a consistently high standard of information is circulated to parents, carers and the community through the school communication systems e.g. bulletins, newsletters, notices and the school website.
* Ensure that channels of communication are used effectively, within the school, to ensure all staff, parents and pupils are well informed.

**Equalities**

* Ensure implementation and promotion in employment and service delivery of the Council's/School’s equal opportunities policies and statutory responsibilities.