

Job Description

Assistant Head (Academic)

Working hours	Full time
Salary	£64,255 - £72,677
Pension scheme	Teachers' Pension Scheme
Start date	01.09.25
Contract term	Permanent
Line management	To be agreed with successful candidate
Line manager	Deputy Head (Academic)

Key responsibilities

The key responsibilities of the role will be agreed with the successful candidate. However, the overall responsibilities of the academic team (within which this role will sit) are:

- Teaching and Learning
- Student Outcomes
- CPD
- Teacher Appraisal
- Curriculum and Assessment (including exams)
- Futures (university and careers, including early entry)
- Early career, qualified and unqualified teachers and academic coaches
- Line Management and Staffing

The specific responsibilities will therefore be discussed with the successful applicant.

General responsibilities as a senior leader:

- Fulfilling a teaching timetable as required
- Reporting to the Headteacher
- Contributing to the formulation of the strategic direction of the school
- Assisting in the preparation, review and implementation of LAE Tottenham's School Development Plan, Self-Assessment Framework and reports for the Board of Governors
- Presenting to Governors as appropriate on matters relating to the specific job role
- Contributing to and responding to LAE Tottenham's ongoing self-evaluation, including through departmental reviews and the cycle of review and revision of policies
- Supporting LAE Tottenham's preparation for OFSTED or similar inspections, taking responsibility for one or more aspects of the inspection framework

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General responsibilities as a member of LAE Tottenham staff

- To promote a culture of aspiration for all of our students
- To be supportive and understanding of the differing needs of young people
- To play a full part in the CPD programme, including prior to the start of the academic year
- To support the day to day running of the school, for example by taking on duties and cover as directed
- To take part in evening and weekend events as appropriate
- To model intellectual rigour and a can-do attitude
- To support an atmosphere of openness and honesty
- To care for all other members of the school community
- To show a genuine passion for social mobility

Person specification

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications/ Professional Bodies	Educated to graduate level or equivalent.	
Experience	Leadership in an academic context, for example at departmental or whole school level	



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Skills/knowledge	<ul style="list-style-type: none">- A good understanding of the post-18 landscape for LAET students- Excellent written and spoken English- Show resilience and the ability to cope with challenging work- Work independently and imaginatively, and also as part of a team, and to take the initiative- Communicate effectively with a wide variety of people- Work calmly under pressure and manage a diverse workload within tight deadlines- Ensure a high level of attention to detail and accuracy in all work undertaken.	
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<p>Personal Attributes</p>	<p>Commitment to LAET's ethos</p> <p>Highly motivated</p> <p>High levels of personal integrity and maturity</p> <p>High standards of written and oral presentation</p> <p>A willingness to travel in the UK, and to work outside normal office hours</p> <p>Diplomacy and tact and a good sense of humour</p> <p>The ability to maintain in strictest confidence any information received concerning School matters</p> <p>Common sense</p> <p>A positive, flexible and responsive attitude and approach to work.</p>	<p>A willingness to be involved in the wider life of the School.</p>
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Other Information

- 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 particular duties.
- The Job Description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post.
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This Job Description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may deal with sensitive material and should maintain confidentiality in all school related matters.



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Recruitment and selection policy statement

We are actively working to close the gap in areas within the school that are currently underrepresented. To better reflect the diversity of Haringey, we especially encourage applications from educators within the Black community, as well as other members of our diverse community, to further enrich all aspects of our school.

The London Academy of Excellence Tottenham is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Please note that this role 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Further information is available on the [school's website](#).

December 2024