**Beacon Hill Academy**

**Assistant Head**

**(Leadership spine 9-12)**

Conditions of employment: Current edition of the School Teachers’ Pay and Conditions Document (STP&CD) - Teachers.

The post holder should be familiar with the Headteachers Standards 2020

NB. This job description may be amended at any time after consultation with the post holder.

**JOB PURPOSE**

Beacon Hill Academy is committed to providing its staff, pupils and community with exemplary leadership. We see the main purpose of this role as working alongside the Principal, Vice Principal and other members of the Senior Leadership team:

* To promote the vision, mission, values and core propose of the school in line with agreed policies, guidelines and protocols.
* To deputise for the Principal when both the Principal and Vice Principal and not on site.To provide professional leadership which secures, in consultation with the Governing Body, the success and improvement of the academy, ensuring high quality education and care for students so that they are safe and happy at school, enabled to be successful learners who achieve high standards.
* To undertake such duties that are delegated by the Principal which may change from time to time.
1. to work with the Vice Principal to be responsible for the day to day management across the whole school including oversight of the deployment of staff, teaching and support; to include HLTAs and MDAs
2. to work with the Vice Principal to be responsible for the quality of teaching, learning, recording and assessment across the whole school, with an initial focus on Post 16 Provision and external accreditation.
3. to be responsible for the development and maintenance of excellent communications between the Provision, parents, carers, guardians and supporting agencies.

**JOB DESCRIPTION**

1. **Contribution to leadership of Strategic Direction and Development of the Academy as requested by the Principal by:**
	1. Attending meetings of, and working with, the Governing Body to provide vision, purpose and leadership of the academy, and secure successful learning and achievement by pupils through effective teaching and assessment.
	2. Contributing to, leading on, evaluating and reviewing key areas of the Academy Development Plan through appropriate consultation and identifying priorities and targets which ensure that pupils and staff achieve high standards, make progress, are safe, and enjoy their learning and work. To prepare annual action plans linked to the school development plan.
	3. Delivering academy improvement, the achievement of objectives and the success of pupils and professionals.
	4. Monitoring, evaluating, analysing and reviewing the effectiveness of the academy’s policies, practices and priorities, including Health and Safety.
	5. Leading key areas, as directed, of academy self-evaluation, monitoring (SEF) and analysis.
	6. Representing the academy in local, national and international forums.
	7. To deputise for the Principal if the Vice Principal is also absent and make strategic and operational decisions in absentia.
2. **Support to leadership of safeguarding**

The Principal has the ultimate responsibility for safeguarding in the academy and in their absence this will be covered by the Vice principal. If both are off site it will be the Assistant Heads responsibility to:

* 1. Deputise and make appropriate decisions in all safeguarding areas in the absence of the Principal and Vice Principal
	2. Work with the Senior Leadership Team PA and P16 admin assistant to organise the induction of new members of staff based on the Buxton Road site, to inform them of the academy’s safeguarding policy and procedures, and the signing off and recording of such induction.
1. **Leading the Learning, Teaching and assessment by:**
	1. To liaise with the senior leadership team on matters of the quality of teaching and learning across the whole school. To line manage any staff or leaders as directed. To support staff via a coaching approach.
	2. Demonstrating and modelling to colleagues the characteristics of outstanding teaching.
	3. Implementing, monitoring, evaluation and improvement of the curriculum and assessment, in order to identify areas for improvement and set targets for the academy and individual pupils. to work with the Vice Principal and other members of the senior leadership team to monitor all planning.
	4. Support the Vice Principal with curriculum and assessment design, innovation and personalised learning to improve standards. To plan inclusive learning opportunities across the whole school including in other schools and community settings and take on the role of EVC to support this
	5. to ensure that individual student evidence from activities provided outside of the school is accredited via the school’s accredited courses framework and to take the lead on external accreditation
	6. Promoting positive behaviour management and creating and maintaining an environment which promotes and secures effective learning, high standards of achievement, good behaviour according to the philosophy, policies and practices of Beacon Hill Academy. Be prepared to undertake Proact-SCip UK instructor training to be able to lead in this area
	7. Developing effective links with parents/carers, families and the community to extend the curriculum and improve pupils’ achievements and personal development.
	8. Promoting respect, understanding and celebration of diverse cultures, languages, ethnic groups, faith groups, gender diversity and orientation and disabilities.
	9. Work with the Vice Principal to devise, prepare and evaluate the academy timetable for learning; the curriculum offers, rooms, activities and other resources to ensure that the needs of all pupils are met.
	10. To work with the Vice Principal to support and lead on the day to day organisation for staff cover to ensure high quality learning and teaching across the whole school
2. **Co-Leading and Managing staff by:**
	1. Leading, motivating, supporting, challenging and developing staff to secure improvement, including demonstrating a commitment to their own and others’ professional development.
	2. Leading teams, and working within teams, to further develop an ethos of collective ownership to secure improvement.
	3. Contributing to the on-going need to further develop effective systems for the review and performance management of all staff.
	4. Support the coordination, induction and mentoring of staff, including Newly Qualified Teachers by providing guidance on relevant policies, practices and statutory requirements, ensuring that these are recorded as required.
	5. Provide professional support for all colleagues as need is identified or arises.
	6. Working with the HR manager and external provider to oversee the implementation of the academies HR policies, particularly those where the Principal cannot be involved in first stage implementation such as sickness absence.
	7. To carry out initial return to work discussions for staff across the whole school
3. **Leading the Efficient and Effective Deployment of Staff and Resources by:**
	1. Managing staff and resources creatively, efficiently and effectively in line with the objectives in the Academy Development Plan and within the academy budget. Management of any delegated budgets
	2. Managing, monitoring and reviewing and where appropriate recommending improvements in the use of available resources to secure high quality of education underpinned by “value for money”.
	3. Under the direction of the Principal or Vice Principal, to lead and organise and where appropriate, delegate, the deployment of staff meetings (Teaching and Support), class meetings, school diaries, rotas, policies, handbooks as required.
	4. Working with other staff to develop entrepreneurial and creative business opportunities within the Academy.
4. **Supporting Collaboration with the community by:**
	1. Working in partnership with other agencies to secure the implementation of the Children’s Act 2004 and subsequent guidance and statutory regulations/ advice as it relates to Beacon Hill Academy.
	2. Alongside the vice Principal, meet regularly with health agencies that employ staff on the school site to improve care and learning for pupils.
	3. Leading on developing our effective partnership with parents/carers/families to become meaningful co-production which will support and improve holistic outcomes for all pupils, including their care, learning, personal development and achievement. Demonstrating this through chairing and leadership of EHCP review meetings
	4. Work with the pupil services officer to liaise with referring schools / academies or agencies and parents to plan appropriate programmes and induction for incoming pupils.
5. **Leadership Accountability will be assessed by:**
	1. The quality and timeliness of information, advice and support provided to the Principal to enable the academy to meet its responsibility for securing effective learning and teaching, the curriculum, behaviour management and improved standards of achievement, attainment and value for money.
	2. The way in which accounts (financial or written reports as appropriate) of the academy’s performance are appropriately provided to a range of audiences – Governors, parents/carers /families, local community, OFSTED, and other agencies who support children and families, locally, nationally and internationally.
	3. Demonstrating through Appraisal that the post holder is, as a leader, providing outstanding impact on the academy’s quest to develop provision which goes beyond ‘outstanding’.