

JOB DESCRIPTION

Job Title: Assistant Head of Academy

Scale: L9 – L13

Job Location: Academy within the Ascent Academies Trust

Responsible to: Head of Academy

**Job Purpose:** To provide dynamic and strategic direction, leadership and accountability at the named academy in aspects of whole academy standards and day to day management of the academy.

To lead Trust wide improvements in liaison with the Director of Academy Improvement.

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**Contact Commitment:** 40% - teaching and contact commitments

**MAIN DUTIES AND RESPONSIBILITIES**

**General**

1. To uphold and communicate our Trust and our academy vision and values compellingly and supporting the Head of Academy’s strategic leadership.
2. To be responsible for improving the quality of outcomes for young people.
3. To fulfil all the requirements and duties as set out in the School Teachers’ Pay and Conditions Documents relating to the Conditions of Employment, meeting the National Standards for Teachers
4. To ensure the effective day-to-day management of the academy and specific areas of identified responsibilities.
5. Formulating evidence-based action plans and holding self and others to account for their successful completion.
6. Lead, manage and develop colleagues that align to the principles of Liberating Leadership and our Trust values.

1. Monitoring and evaluating progress towards meeting the Trust and academy’s aims and objectives.

**Specific – Leading Teaching, Learning and Assessment – AHOA Strand 1**

1. To work with DHOA TLA to support the strategic direction and leadership for all teaching, learning and assessment outcomes for young people.

1. To support the development and the delivery of the Academy Development Plan / Trust Strategic Plan and to lead colleagues in reviewing and evaluating the effectiveness of the Academy Development Plan and Self Evaluation.
2. To support the development of teachers (including instructors, ITT’s & ECT’s) against our career-based expectations and the teacher standards to impact on positive outcomes for pupils. To be a coach and mentor for named teachers through our Growing Great People process.
3. To work alongside teachers in the classroom to model good practice and develop others ensuring they are developing the relevant knowledge, skills and understanding in terms of Teachers’ Standards and Trust expectations.
4. To support the development and delivery of high-quality professional development for colleagues, aligned to development needs and whole academy/Trust areas of development.
5. To ensure that there is a personalised curriculum offer that stems from the EHCP outcomes.
6. To work with DHOA’s to develop, keep up to date and implement relevant policies and curriculum documents.
7. To work with DHOA TLA to plan and lead the provision of excellent strategies that enhance teaching, learning and assessment for young people with specific needs across all aspects of the curriculum.
8. To work with DHOA’s to plan and evaluate the impact of Grant spend across the academy.
9. To work under the direction of DHOA TLA to facilitate curriculum monitoring activity and subsequent follow up action, including progress meetings.
10. To support subject leaders to further develop innovative approaches to curriculum delivery to secure maximum engagement and progress.
11. Maintain a commitment and partnerships among young people, colleagues and families to the Trust and academy’s mission in partnership with the Head of Academy.
12. To develop, inspire and motivate effective teams providing a balance of high support/high challenge to raise standards across the academy.
13. To work with Head of Academy contributing to monitoring, evaluating, and reporting upon the quality of education; reporting to families, leaders, trustees. To actively contribute to local governance arrangements.
14. To meet the National Standards for Teachers.
15. To contribute to teaching, learning and assessment research across the academy/our Trust ensuring an innovative and creative approach.
16. Fully participate in the Growing Great People process, for self and colleagues.
17. To lead on an agreed Trust wide aspect that impacts positively throughout our Trust and impacts positively on young people.
18. To actively contribute to Trust wide activities and meetings; embody our Trust values whilst championing positive outcomes for young people.
19. To keep the academy website up to date in areas of responsibility.
20. Ensure equality of opportunity for all. To carry out duties with full regard to the Trust’s Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner. To operate within the Ethical Leadership framework.
21. To comply with health and safety policy and systems, report any incidents/ accidents/ hazards and take pro-active approach to health and safety matters in order to protect both yourselves and others.
22. These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Head of Academy or Trust may determine from time to time.

**Specific – Leading Pastoral – AHOA Strand 2**

1. To work with DHOA Pastoral to support the strategic direction and leadership for all pastoral based outcomes for young people.
2. To support the development and the delivery of the Academy Development Plan / Trust Strategic Plan and to lead colleagues in reviewing and evaluating the effectiveness of the Academy Development Plan and Self Evaluation.
3. To support the development of teachers (including instructors, ITT’s & ECT’s) against our career-based expectations and the Teachers’ Standards to impact on positive outcomes for pupils. To be a coach and mentor for named teachers through our Growing Great People process.
4. To work alongside teachers in the classroom to model good practice and develop others ensuring they are developing the relevant knowledge, skills and understanding in terms of teacher standards and Trust expectations.
5. To support the development and delivery of high-quality professional development for colleagues, aligned to development needs and whole academy/Trust areas of development.
6. To support DHOA Pastoral to ensure quality outcomes for all young people within the academy in relation to their SEND and the impact of strategies that lead towards their EHCP aspirational targets.
7. To ensure that there is a personalised pastoral offer that stems from the EHCP aims, supporting the DHOA Pastoral on all aspects of admissions and transition for young people
8. To work with DHOA’s to develop, keep up to date and implement relevant policies and pastoral documents.
9. To work with DHOA Pastoral to plan and lead the provision of excellent strategies that ensure young people attend school well, are ready to learn and have the appropriate resource and strategies available to meet specific needs across all aspects of the curriculum.
10. To work with DHOA’s to plan and evaluate the impact of Grant spend across the academy.
11. To work under the direction of DHOA Pastoral, working closely with the Multi-Disciplinary Teams within the academy and externally to ensure that MDT advice is implemented for the benefit of young people.
12. Maintain a commitment and partnerships among young people, colleagues and families to the academy’s mission in partnership with the Head of Academy.
13. To develop, inspire and motivate effective teams providing a balance of high support/high challenge to raise standards across the academy.
14. To meet the National Standards for Teachers and to be familiar with National SENCO standards as published by the DfE. To support the DHOA Pastoral as Assistant SENCO including being the teacher with responsibility for children in our care (CIOC).
15. To work with the Head of Academy contributing to monitoring, evaluating, and reporting upon the quality of pastoral provision; reporting to families, leaders, trustees. To actively contribute to local governance arrangements.

1. To lead on ensuring the academy has a robust and impactful approach to ensuring young people are safe, well engaged, ready to learn and attend school on a regular basis, including strategic overview of any attendance monitoring, part time provision, alternative provision and any Children Missing Out of Education including any additional funding requests. To act as Deputy Designated Safeguarding Lead.
2. Fully participate in the Growing Great People process, for self and colleagues.
3. To lead on an agreed Trust wide aspect that impacts positively throughout our Trust and impacts positively on young people.
4. To actively contribute to Trust wide activities and meetings embodied our Trust values whilst championing positive outcomes for young people.
5. To keep the academy website up to date in areas of responsibility.
6. Ensure equality of opportunity for all. To carry out duties with full regard to the Trust’s Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner. To operate within the Ethical Leadership framework.
7. To comply with health and safety policy and systems, report any incidents/ accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourselves and others.
8. These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Head of Academy or Trust may determine from time to time

**Specific – Leading Additional Site – AHOA Strand 3**

1. To work under the direction of Head of Academy to facilitate the strategic direction and leadership for all outcomes for young people on the sites, ensuring a ‘one academy, many sites’ principle.
2. To be responsible for the day-to-day management of the site (s) ensuring the site(s) is fully compliant with Trust and academy policy and procedures in relation to H&S/Buildings/IT & safeguarding (operating as part of the Academy DSL team), liaising frequently with the academy Safeguarding Lead, SLT and Trust Central Team.
3. To lead on creating a quality provision and outcomes for all young people linked to their aspirations, their EHCP goals, through appropriate curriculum and quality first teaching and provision, working closely with DHOA’s to ensure this is achieved on all sites.
4. To be responsible for coordinating day to day colleague deployment alongside other senior leaders.
5. To lead on all aspects of admissions and transition for young people who are joining and leaving the site(s). Ensuring communication with young people, their families and previous/future providers, working closely with other local partners and stakeholders.
6. To be an identified budget holder for the additional site(s) under the direction of the Head of Academy.
7. To support the development and the delivery of relevant aspects of the Academy’s Development Plans and our Trust’s Strategic Plan. To contribute to the review & evaluation of the additional site(s) and outcomes across the Trust.
8. Maintain a commitment and partnerships among young people, colleagues and families to the academy’s mission in partnership with the Head of Academy.
9. To work with the Head of Academy and other leaders to contribute to monitoring, evaluating, and reporting upon the quality of education; reporting to families, leaders, trustees. To actively contribute to local governance arrangements.
10. To develop, inspire and motivate effective teams providing a balance of high support/high challenge to raise standards across the academy
11. To work with DHOA TLA/AHT TLA to lead progress meetings; providing clear information, analysis, evaluation and feedback.
12. To work under the direction of Head of Academy to ensure wellbeing strategies and absence/HR policies are implemented
13. To ensure that the EHCP/Annual review process for young people on the site(s) take place and encourage their voice as part of their brighter futures.
14. To lead research across the site/academy/Trust ensuring an innovative and creative approach.
15. Fully participate in the Growing Great People process, for self and colleagues. Leading on this process for colleagues on the site(s).
16. To lead on an agreed Trust wide aspect that impacts positively throughout our Trust and impacts positively on young people.
17. To actively contribute to Trust wide activities and meetings embodied our Trust values whilst championing positive outcomes for young people
18. To lead on ensuring the site (s) has a robust and impactful approach to ensuring young people are well engaged, ready to learn and attend school on a regular basis in line with relevant policies and procedures.
19. To apply and implement relevant policies across the site(s).

1. To keep the academy website up to date in areas of responsibility.
2. Ensure equality of opportunity for all. To carry out duties with full regard to the Trust’s Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner. To operate within the Ethical Leadership framework.
3. To comply with health and safety policy and systems, report any incidents/ accidents/ hazards and take pro-active approach to health and safety matters in order to protect both yourselves and others.
4. These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Head of Academy or Trust may determine from time to time.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust. The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: Rachel Hargreaves, CEO

Date: March 2025