

JOB DESCRIPTION



Job Title: Assistant Head of School

Responsible to: Head of School / Chief Executive Officer

Grade: Leadership Scale 4-8

The position is subject to the conditions of employment contained in the Teachers' Pay and Conditions document 2005, the Education Reform Act 1988, and other current educational and employment legislation. This job description is not a comprehensive definition of the post. You are required to carry out such professional duties which form part of paragraph 60 of the Document which the Head of School and Executive Headteacher may reasonably ask you to undertake. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Key priorities for the role

- Work proactively and supportively towards the development of the Discovery Multi Academy Trust, securing its aims and objectives
- Ensure that the actions of the Leadership team develop the academy's policy and practice to accelerate pupil progress
- Monitoring the effectiveness of the Curriculum in meeting the needs of all pupils and ensuring that basic skills are developed
- Responsible for supporting staff competence in monitoring the effectiveness of teaching and learning and its improving impact on standards
- Responsible for overseeing the monitoring of the subject leaders, ensuring that the agreed monitoring of subject leaders ensures that pupils make accelerated progress
- Responsible for the monitoring of outcomes of meetings to ensure that the impact of actions agreed accelerate progress
- Support staff to ensure their development of skill and increased impact on pupil outcomes

Main Activities

- To assist the Head of School in the leadership and management of the academy and in all aspects of improvement, including taking full responsibility for the academy in the absence of the Head of School, as delegated by the Head of School
- To take full responsibility for leading and managing significant aspects of the academy, under the overall direction of the Head of School
- To contribute to the strategic view for the academy in the community, securing and building on current strengths and practices
- To carry out teaching duties, as required, in accordance with the academy's schemes of work and the national curriculum
- To develop the role of pupil voice, ensuring that it has impact on whole school improvements, including curriculum and standards. Children will have an impact on, and have ownership of, the curriculum and feel that they can facilitate change in the academy
- To actively promote equality of opportunity by assisting the Head of School in assuring the academy's curriculum provides the best possible education for all its

pupils, taking into account ethnicity, gender, special educational needs, English as an additional language, disability and emotional needs that may affect learning

- To deputise for the Head of School as Deputy Designated person for Child Protection issues, ensuring that the Trust's Safeguarding Policy is adhered to

Leadership and Management

As and when required by, and under the direction of the Head of School

- To assist the Head of School and Executive Headteacher in shaping a vision and direction for academy, setting out very high expectations and with a clear focus on pupil achievement
- As part of the senior leadership team, to play a key role in setting aims and objectives for the school and in formulating the school improvement plan along with the Local Advisory Board (LAB) and other staff
- To support the development of monitoring policy and practice as laid down in the school improvement plan, and in agreement with the Head of School and Executive Headteacher
- To inspire, motivate and positively influence staff and pupils, taking a leading role in maintaining the highest standards, teaching, learning and pupil discipline
- To be an excellent role model for all members of staff and for pupils in all aspects of school life
- To be an exemplar of all Trust policies and practices.
- To actively promote the aims of the academy
- To offer guidance and support to colleagues where appropriate
- To provide effective leadership and management to teams of staff, when required by the Head of School
- To take responsibility for leading and managing one or more aspects of the academy's curriculum, when required by the Head of School
- To contribute to the Trust's CPD programme, including delivering inset and working with individual and teams
- As agreed with the Head of School, to assist the Head of School in all aspects of the day to day administration and organisation of the academy, including taking responsibility for agreed areas, such as timetables and duty rotas
- To take a supporting role in the implementation of the TRUST's Performance Management policy, to secure school improvement and individual professional development
- To participate in recruitment and selection as agreed with the Head of School
- To actively promote the inclusive ethos of the academy, involving parents, carers and community in creating and maintaining a school cliTruste that is supportive of staff, pupils and parents
- To promote and enhance the academy's good name and reputation through effective professional conduct.
- To attend meetings in accordance with academy practice and lead such meetings as required
- To take whole school assemblies and support other staff with assemblies

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- To prepare and present reports, as required to the LAB, LA officers, parents, or outside agencies

Teaching and Learning

- To carry out teaching duties, providing a model of excellence for colleagues
- To provide leadership and support for colleagues with regard to teaching and learning and the curriculum including;
 - Supporting the planning and delivery of the curriculum across the academy
 - Supporting team leaders and subject leaders in developing their role, in particular in relation to raising standards
 - Supporting teams and individuals where required with short-term planning
 - Supporting staff in the use of assessment information to inform teaching and learning so that all pupils make at least good progress and meet national age-related expectations
 - Provide in-class support to staff where appropriate
- To undertake a lead role in maintaining a high standard of pupil behaviour and discipline within the framework of the academy's Behaviour Policy, and supporting other staff as necessary
- To liaise effectively with parents and carers, to ensure good relationships between school and home in order to improve teaching, learning and behaviour

Key Organisational Objectives

- The post holder will contribute to the Trust's objectives in service delivery by;
- Enactment of Health and Safety requirement and initiatives as directed;
- Ensuring compliance with data protection legislation;
- At all times operating within the Trust's equal opportunities framework;
- Commitment and contribution to improving standards for pupils as appropriate; and
- Contributing to the maintenance of a caring and stimulating environment for pupils

Signed Head of School Dated.....

SignedChief Executive Officer Dated.....