Job Description & Person Specification

Job Title: Assistant Head of School

Scale: Leadership Scale

Job Purpose:

- To support the Head of School in providing inspirational leadership that secures outstanding educational outcomes for all students.
- To support the Head of School with embedding the Trusts' Core Values and Vision.

Reporting Arrangements

Reporting to: Head of School

Main Responsibilities:

- Support with leading and directing the school ensuring that it is organised and managed to meet planned aims and targets.
- Support in developing policies and practices and ensuring that resources are efficiently and effectively used to achieve the aims and objectives of the school.
- Evaluate the performance of the school and identify the priorities needed for continuous improvement.
- Take responsibility for the day to day running of the school in the absence of the Head and Deputy of School, and will undertake appropriate teaching responsibilities.
- Work collaboratively with the Head of School on Education & Curriculum, Finance, HR & Operations and all others areas for school development.
- Ensure equal opportunities are provided for all.
- To carry out all necessary Teaching Responsibilities as per The Teaching Standards.

Key Accountabilities

1. Strategy and Leadership:

- Support the Head of School in complying with all obligations in the Trust's funding agreement, financial regulations/controls and the Schools' Financial Handbook;
- To support the Head of School in ensuring staff development needs are met;
- To plan Professional Learning in consultation with the Head of School and Trust colleagues;

- To support the Head of School in ensuring proper standards of professional performance are established and maintained;
- To help promote the welfare, morale and motivation of all staff.

2. Education and Curriculum:

- Work with the Head of School and CEO in producing the School Development Plan;
- Support the Head of School in delivering the School Development Plan and all agreed outcomes and KPIs;
- Support the Head of School in the management of staff to ensure teaching and learning objectives are met;
- Ensure the agreed curricula is delivered and collaborate with the Head of School on reviewing its effectiveness;
- Shared responsibility with the Head of School for the effective teaching and learning of children in the school, ensuring that the children have an appropriate, broad and balanced education in line with school policy and statutory requirements;
- Promote the excellent behaviour and safety of all students;
- Set the highest possible standards of classroom practice and model to colleagues;
- Support the Head of School in delivering high quality provision for disadvantaged students and those who are Looked After or have a Special Educational Need/Disability and reporting on the effectiveness of provision (in terms of value for money, education outcomes and success in diminishing the attainment difference) to the LGB and CEO;
- Support staff with the planning, monitoring and delivery of the curriculum;
- Keep abreast of current educational thinking;
- Be involved in all aspects of the school's development;
- To work collaboratively with the rest of the senior team to ensure the smooth running of the school day in terms of activities and staffing;
- To lead & contribute to assemblies.

3. Finance:

- Advise the Head of School about resource needs in the school as appropriate.

4. HR and Operations:

- Support the Head of School in the appointment of school staff;
- Ensure Trust-wide HR Policies are complied with including Terms and Conditions of Employment and Compliance**.**

5. Shaping the Future:

- Work collaboratively with the Head of School of school to ensure that the vision is realised operationally within the school;
- Lead & contribute to in-service and PL meetings;
- Ensure that the school learning environment is conducive to learning;
- Use data to plan for improvement in individual student performance and the performance of targeted 'specific' groups.

Trust Responsibilities:

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.

- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

Safeguarding:

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours:

As your sphere of influence grows, so grows your responsibility for stewardship of these guiding principles and qualities:

- Show unswerving commitment to the shared vision and values – *badge on shirt.*
- Demonstrate impeccable standards of competency within areas of expertise - *focus on learning.*
- Have a sense of urgency for sustainable results - *does whatever it takes.*
- Challenge the status quo - e*ye on the horizon.*
- Strive for autonomy whilst securing accountability - d*evelops agency in others.*
- Focus on team over self - *demonstrates self-sacrificial leadership.*
- Commit to continuous improvement for self and others - *recognises that better is possible.*
- Build trust through clear communication and expectations - *develops commitment to the vision in others.*

Person Specification:

Attributes	Essential	Desirable
Education and Qualifications	• Qualified Teacher Status • Good Honours Degree 2.2 and above	• Further relevant qualifications e.g. LftM, NPQML, NPQSL, Higher Degree
Knowledge and Experience	• Experience of teaching the relevant subject at KS3 or KS4 • Knowledge and understanding of subject area(s) • Principles and practices of monitoring/assessments/ evaluations • The application of technology to learning and teaching in subject area(s) • Able to demonstrate high expectations of pupil behaviour and establishment of a clear framework to promote self control and independent learning • Principles and practices of effective teaching and learning • Evidence of setting and assessing clear objectives • Preparation of schemes of work and lessons • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook	• Successful leadership and management in more than one school • Experience of teaching at KS5 • Knowledge of formative assessment techniques
Skills	• Confident and innovative teaching • Enthusiastic and able to engender enthusiasm in others • Excellent planning and organisational skills • Ability to work as a member of a team • Effective communication skills	
Other Qualities	• Professional approach • Commitment to an inclusive ethos with the view that “Every Child Matters and Can Achieve” • Flexible • Approachable • Initiative • Energy, optimism and enthusiasm • Commitment to safeguarding and promoting the welfare of children	• Full driving licence