

# JOB DESCRIPTION: ASSISTANT HEAD OF SCHOOL

<b>Responsible to:</b>	Head of School
<b>Position in the school:</b>	Member of the Senior Leadership Team, line manager to specified staff.

## Main purpose of the job

This post is an opportunity to play a crucial role in ensuring that the schools within the Corpus Christi Federation towards becoming outstanding. The Assistant Head of School will work alongside the Head of School and Executive Headteacher in defining, articulating and implementing the shared vision and values of the Federation through effective communication and engagement with all stakeholders. It is expected that the Assistant Head of School will demonstrate outstanding leadership skills working with the Head of School on the implementation of the strategic direction of the school and working with individuals and groups to ensure the provision of a high quality education for all our students.

### Purpose of post

To assist the Head of School in leading and managing the school by:

- Contributing to the vision and strategic direction of the school to ensure school improvement
- Contributing to formulating and reviewing the School Development Plan and the aims and objectives of the school
- Assisting with the leadership and management of staff resources
- Monitoring and evaluating progress towards their achievement.

The specific requirements of the post are subject to discussion in order to balance the roles of the wider Senior Leadership Team and the strengths of the successful candidate(s). However, interest or expertise in some of the following would be helpful.

- Teaching and Learning
- Assessment
- Key Curriculum Areas
- Staff training, especially Initial teacher training
- Parental engagement
- E-Learning and E-Safety, potentially developing the School's Website
- Business Links, Enterprise and work related education, CEIAG
- Student Voice
- Organisation of school events
- Co-originating Enrichment and Extra-Curricular
- Transition and Primary liaison
- Alternative Education
- SMCS, British Values

## **Duties and responsibilities**

### **Shaping the future**

- Support the Head of School, Executive Headteacher and Governors in establishing an ambitious vision and ethos for the future of the Federation.
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- In partnership with the Head of School, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

### **Leading teaching and learning**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Head of School to raise standards through staff performance management
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning
- Partake in the development and review of agreed aspects of the curriculum or pastoral including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum/care for all pupils
- Assist the senior leadership team in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
- Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school
- Ensure through leading by example the active involvement of pupils and staff in their own learning

### **Developing self and others**

- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school and those being trained within the school as appropriate
- Participate in the selection and appointment of teaching and support staff as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting where required
- Work with the senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate

**Managing the organisation**

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties, reasonably delegated by the Head of School

**Securing accountability**

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

**Strengthening community**

- Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

Ensure that the health and safety of all students and staff is promoted and maintained to a high standard at all times in accordance with the school's relevant policies and procedures.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

## **Safeguarding Children**

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People (January 2009). You are required to have enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

## **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the Corpus Christi Federation or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

## **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and are properly applied to student, staff and school business/information.

## **Freedom of Information**

The post holder must be aware that any information held by the school in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the school's policies and procedures.

## **Smoking Policy**

Smoking is not permitted in any premises or grounds managed by the Federation. Smoking is not permitted in school vehicles or in any vehicle parked on school premises.

**Corpus Christi Federation  
PERSON SPECIFICATION:  
ASSISTANT HEAD OF SCHOOL**

Qualifications and Training	Essential	Desirable
<p>Qualified Teacher Status</p> <p>Graduate, educated to degree level 2.2 or above</p> <p>Evidence of recent relevant professional development and study</p> <p>Valid UK driving licence and ability to travel to different sites</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p><b>Knowledge</b></p> <p>Able to evidence and apply secure knowledge and good understanding of:</p> <p>Current educational issues, national and local policies, legislation and developments</p> <p>Issues relating to SEND provision and alternative education.</p> <p>Innovation in developing and implementing CPD to enhance teaching and learning.</p> <p>Innovation in developing and implementing pastoral policies.</p> <p>The process of Self Evaluation or its equivalent and the ability to successfully apply it across a range of practices within the school to identify key areas for improvement and development.</p> <p>Good working knowledge of statistical data and ability to transfer data into quantifiable learning outcomes.</p> <p>In accordance with school policy deploy effective strategies for gaining and maintaining high standards of discipline at whole school level to secure student attainment.</p> <p>Up-to-date understanding of child protection and safeguarding issues and procedures.</p> <p>The role of parents and the community in school improvement and how this can be promoted and developed.</p>	<p>Essential</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Desirable</p> <p>✓</p> <p>✓</p>
<p><b>Experience</b></p> <p>Recent and successful line management and team leadership experience at middle management level.</p> <p>A proven track record of securing high standards of achievement and attainment.</p> <p>Demonstrable success in preparing students for public exams.</p> <p>Effective promotion of community links and cohesion to ensure pathways for success for all learners.</p> <p>Experience of successful networking with other schools and businesses to enrich the curriculum beyond the classroom.</p> <p>A proven track record of implementing effective strategies to include and meet the needs of all students to raise achievement.</p> <p>Willingness to support/mentor/coach colleagues teachers in order to secure school improvement.</p> <p>Willingness to develop and leading effective staff development programmes for student teachers and other staff.</p> <p>Willingness to initiate and implement strategies to improve parental involvement in children's learning.</p>	<p>Essential</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Desirable</p>

<b>Aptitude and Skills - Communication</b> Able to demonstrate evidence of:	<b>Essential</b>	<b>Desirable</b>
<p>Ability to demonstrate highly effective oral and written communication skills within a diverse range of audiences, including children, parents and carers, governors, staff and outside agencies.</p> <p>Ability to make objective depersonalised decisions whilst being able to convey the decision sensitively.</p> <p>Good analytical skills, being able to synthesise complex information, summarise, draw appropriate conclusions and make decisions.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<b>Aptitude and Skills - Classroom Skills</b>	<b>Essential</b>	<b>Desirable</b>
<p>An effective and inspirational classroom teacher with a proven record of student success irrespective of the students' needs or backgrounds.</p> <p>Ability to empower student who have been disengaged from learning to achieve success.</p> <p>Effective behaviour management skills which empowers young people to manage their behaviour more appropriately.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<b>Aptitude and Skills - Leadership and Management</b> Able to demonstrate evidence of:	<b>Essential</b>	<b>Desirable</b>
<p>Excellent interpersonal and people skills to lead, inspire, motivate and support students and colleagues successfully.</p> <p>Exceptional ICT, organisational and administrative skills.</p>	<p>✓</p> <p>✓</p>	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
<p>Consistently demonstrate the behaviours expected by virtue of being a person in a position of trust.</p> <p>Committed to undertaking professional training and assist with the professional development of others.</p> <p>Demonstrate reliability and integrity.</p> <p>Committed to maintaining a healthy work life balance for oneself and that of others.</p> <p>Be tolerant and possesses calmness when working with others.</p> <p>A genuine concern to secure the educational progress of students irrespective of their background or ethnicity.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	