



Job Title:	Assistant Head of School, The Magna Carta School
Salary:	£53,887.00 to £62,332.00 (L10 to L16)
Accountable To:	CEO & Board of Trustees
Responsible To:	Head of School, The Magna Carta School

Accountable For:

Understanding, operating and developing the ethos of the school so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the school's activities and that this in turn ensures that everybody takes pride in all aspects of the school's work.

The specific responsibilities of the post holder will be agreed each year in consultation with the Head of School and in line with the school's strategic objectives. The Assistant Head of School is expected to be familiar the Teacher Standards and the National Professional Standards for Headteachers. These will form part of the Performance Management process and used to support continuing professional development.

The Assistant Head of school will also have a timetabled teaching commitment of up to 50%, modelling best practice for others.

RESPONSIBILITIES

Leadership

- i. Working in partnership with other senior leaders across Unity Schools Trust (UST) to develop and realise the Trust's vision of *excellence through collaboration*.
- ii. In partnership with UST, the Head of School and the wider Senior Leadership Team, developing the school's vision and establishing and maintaining a culture and ethos that promotes effective collaboration, excellence, equality and high expectations for all staff and students.
- iii. In partnership with the Head of School, to lead the school community to achieve or exceed the school's Key Performance Indicators (KPIs) and targets for student outcomes.
- iv. Leading specific initiatives and coordinating development programmes to ensure both UST and the school promotes and achieves the highest standards of learning and teaching.
- v. Embedding ambition and driving improvement, specifically within line managed faculties/ teams and across areas of responsibility.
- vi. Being accountable for the progress line managed faculties/ teams make towards meeting the school's development targets.
- vii. Drafting policies and procedures, ensuring they take account of statutory requirements and/ or national and local priorities and promote collective responsibility for their implementation.
- viii. To inspire by example, setting high standards of leadership in support of outstanding student progress.
- ix. Participate in the day to day management of the school by being a visible and effective presence.

Learning

- i. Monitoring and evaluating the quality of learning and teaching across the school.
- ii. Promoting strategies for raising the achievement of all learners and managing strategic intervention programmes.
- iii. Making effective use of assessment for learning and benchmark data to monitor and promote students' progress, identify and challenge in-faculty variation and under-performance.
- iv. Lead by example and consistently model good practice in building students' resilience and learning power.
- v. Encourage an ethos that promotes and enables close co-operation between colleagues and teams across UST and the school.
- vi. Contribute to planning a diverse and flexible curriculum and effective assessment framework in keeping with the Trust's inclusive ethos.
- vii. Supporting and co-planning learning experiences for students which are linked into the wider community and take account of students' academic, spiritual, moral, social, emotional and cultural well-being.
- viii. Implementing strategies to ensure high standards of behaviour and attendance.
- ix. Reporting national and local educational strategies and developments to all staff and Governors/ Trustees as appropriate.

Growth and Development

- i. To ensure that all staff are kept informed of the school's strategic objectives, core priorities, development and progress through effective communication
- ii. Implementing effective procedures, in line with statutory requirements and obligations, to safeguard students and staff at all times.
- iii. Contribute to the recruitment, induction and professional development of staff.
- iv. Implementing clear and consistent Performance Management processes across the school.
- v. With your Line Manager, take responsibility for personal professional development, keeping up-to-date with developments related to your areas of responsibility.
- vi. Managing own workload, and that of others, to ensure an appropriate work/ life balance.

Community

- i. Liaising with other staff in external agencies to protect children to ensure their development, health and well-being.
- ii. Sharing the Trust and school's vision and ethos through assemblies, Parents' Evenings, achievement awards and other appropriate means.
- iii. Planning and delivering specific whole-school or inter-school training sessions related to the priorities of the post.
- iv. Ensuring timely and professional communication with parents and other stakeholders in all correspondence.

Environment

- i. Ensure the range, quality and use of all available resources is monitored, evaluated and reviewed in the line managed faculties/ teams to improve the quality of education for all students and ensure value for money.
- ii. Contributing to the development of the school site to ensure it meets current and future needs within a sustainable framework.

Other Requirements

- i. To carry out any other duties as may reasonably be required by the Head of School.
- ii. To be aware of and adhere to all Trust and school policies and procedures.
- iii. To maintain confidentiality at all times.
- iv. To promote and safeguard the welfare of children and young people at the school.
- v. To participate in supervisory duties as scheduled and commensurate with the responsibilities of the post.
- vi. The responsibilities defined in this job description are undertaken within the context of your responsibilities as a Teacher as defined in the School Teachers Pay and Conditions Document.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Head of School will carry out. The post holder may be required to do other duties appropriate to the level of the role.