



Job Description

POST: Assistant Headteacher, Teaching and Learning

RESPONSIBLE TO: Deputy Head of School

Salary: Leadership scale

PURPOSE:

Assistant Headteacher – Teaching and Learning will contribute to the successful strategic leadership of the Academy and will be accountable, as a member of the leadership team, for raising standards of student achievement and ensuring all learners make good progress in every aspects of their education.

In addition to carrying out the professional duties of a qualified teacher in accordance with the current DfE Teachers' Pay and Conditions document, the post holder shall work with the HOS/DHOS for school improvement to deliver the accountabilities detailed below.

PRINCIPAL ACCOUNTABILITIES

As an Assistant Headteacher with responsibility to inspire, develop and assist in leading:

- Contributing to the vision and strategic direction of the Academy to ensure academy improvement
- Take a lead on teaching, learning, monitoring and evaluation across the school
- Develop pedagogical approaches to teaching and learning
- Eliminate the variability between teaching and learning standards across the Academy
- Contributing to formulating and reviewing the Academy Development Plan and the aims and objectives of the Academy
- Leading and managing staff resources
- Monitoring and evaluating student progress towards their achievement
- Assisting in the day-to-day running of the Academy
- Maintaining a high profile around the Academy and supporting effective discipline for learning
- Being a role model for good classroom practice
- Leading on delegated areas of responsibility

AHT Responsibilities

As an Assistant Headteacher the post holder will:

- Actively develop links with the relevant external agencies
- Ensure there is a well-constructed and thought out program of professional development
- Take an active part in the appointment and promotion of staff, staff planning and co-ordination of staff development
- Promote working practices, which do not discriminate on grounds of gender, ethnicity, religion, culture, age and disability

- Attend appropriate meetings. When necessary attend Local Governing Body meetings and Multi Academy Trust Board meetings, give presentations and contribute, when appropriate to the termly Directors' Report
- Contribute to the maintenance and extension of active and constructive links with parents and members of the wider community
- Promote and support extra-curricular provision and the broader life of the Academy and community
- Staff support regarding matters of students' discipline
- Assist with the organisation and administration of the annual, termly and day-to-day routine of the Academy and arrangements for special occasions
- Take responsibility for advising and supporting the designated House Teams and Subject Leaders
- Perform such other duties required by the Head of School as may be commensurate with the nature of the post

Strategic Direction and Development:

- Contribute to a clear vision for an effective academy
- Contribute to the formulation, monitoring, evaluation and implementation of the Academy Development Plan
- Be proactive in initiating and managing change and improvement to develop the Academy and staff
- Contribute to the whole academy pastoral provision
- Advise and assist the Local advisory board and Trust Board as required in the exercise of its functions, including attendance at meetings and preparation of reports

Leadership and Management:

- Line management of designated curriculum areas
- Inspire, challenge, motivate and empower others to attain challenging outcomes
- Establish clear expectations and constructive working relationships among staff
- Be proactive in leading and managing change and improvement to develop the Academy and its staff, ensuring positive staff participation and effective communication and procedures
- Communicate and maintain high expectations of all staff and be prepared to challenge poor performance
- Demonstrate high professional standards, leading by example
- Support and assist the Head of School in planning, managing and monitoring the use of finances and resources effectively to achieve the aims of the Academy
- Develop and promote effective partnerships with parents, carers, staff and students so they are highly positive about the Academy in terms of achievement, teaching and learning, behaviour and safety
- Play a major part in securing outstanding classroom practice across the Academy
- Take a lead role in maintaining a positive learning environment amongst all staff and students in which students are able to make a positive contribution through restorative approaches, learn and thrive in an atmosphere of dignity and respect
- Promote and generate high levels of enthusiasm for, participation in and commitment to learning amongst all students

Operational:

To take responsibility for the following key drivers to raise standards within the Academy:

- Manage the operation of the Academy internal exclusion and isolation provision

- Ensure that areas of concern in terms of discipline for learning are identified and strategies developed to address the need
- Develop staff CPD programmes to enhance behaviour management in the classroom
- Monitoring of student progress towards targets and intervene where necessary
- Review the attendance of each tutor group weekly in line with the Academy's annual target and report the progress of tutor groups within the House each term
- Monitor the use of student planners and the implementation of the Academy's homework policy
- Support with the completion of the Pastoral Quality Assurance (QA) Document and processes in line with Academy's policy
- Review of Departmental line management which includes the routine monitoring and evaluation of QA processes (including regular work scrutiny, review of lesson plans and departmental development plans, course update and effectiveness and the outcome of departmental meetings), target setting, data analysis and departmental intervention programmes
- Supervision of students pre-Academy, break, lunchtimes and post Academy
- Assist with the coordination of rewards and end of cycle celebrations for Attitudes to Learning, attendance, behavior, punctuality

This document provides an outline of the scope of this role but does not preclude the post holder from developing systems and structures not specifically mentioned which relate specifically to the role and responsibility of the post.

Leading and Managing Staff

- To work with the Head of School to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To be responsible for the efficient and effective deployment of the Learning Support group support staff
- To undertake Performance Management reviews and to act as reviewer for a group of staff within the subject area
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the subject area, therefore liaising with the cover manager/relevant staff to secure appropriate cover within the subject area
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with the academy procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the academy's initial teacher training programme
- To be responsible for the day to day management of staff within the subject area and act as a positive role model Specific additional responsibilities related to the subject(s) areas will be negotiated as appropriate

This document provides an outline of the scope of this role but does not preclude the post holder from developing systems and structures not specifically mentioned which relate specifically to the role and responsibility of the post.

Safeguarding Children

The Constellation Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Policy (GDPR 2016). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Trust's Equal Opportunity Employment Policy.
- The post holder must be flexible to ensure the operational needs of the school/academy are met. This includes undertaking duties of a similar nature and responsibility throughout the various places of work in the school/academy, as and when required.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Trust's Health and Safety Policy.

PERSON SPECIFICATION

KNOWLEDGE/EXPERIENCE/SKILLS/QUALIFICATIONS/MENTAL SKILLS:

1. **Qualifications – Essential:**
 - Qualified Teacher Status
 - Degree or equivalent**Qualifications – Desirable:**
 - Additional qualification or expertise to contribute to Academy enrichment
 - Ability to contribute to other subject delivery
 - Commitment to further professional training
2. **Knowledge – Essential:**
 - An awareness of the issues around SEND
 - A Knowledge of improving literacy and numeracy
3. **Experience – Essential:**
 - Ability to work under pressure, achieve quality work and meet competing deadlines
 - Ability to raise standards in the Academy
 - Successful KS2 and/or KS3 teaching
 - Successful relationships with learners
4. **Skills – Essential:**
 - Excellent teacher performance in the classroom
 - A developed educational philosophy to include equal opportunities
 - Ability to teach full range of students.
 - Understanding and commitment to the application of new technology as a tool for learning
 - Ability to communicate effectively and appropriately in a variety of situations
 - Good organisational, inter-personal and consultancy skills

INTERPERSONAL/COMMUNICATION SKILLS:.

- Actively supports the Academy's aims
- Active participation in Academy developments such as extra-curricular activities/ educational visits / out-of-hours learning
- Passion for teaching
- Energy, enthusiasm and flexibility
- Good health and attendance record
- Sense of humour and a positive outlook on life
- Have a willingness to demonstrate commitment to the values and behaviours of The Constellation Trust
- Commitment to safeguarding and promoting the welfare of children and young people.
- Willingness to undergo appropriate checks, including enhanced DBS checks.
- Motivation to work with children and young people
- Commitment to safeguarding and promoting the welfare of children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline

Work Environment
a, Work Demands

High quality curriculum provision and effective teaching and learning within the Academy. This may involve evening work (parent's evenings, meetings etc.).

b, Physical Demands

Endurance within a classroom setting, teaching students while standing, sitting, or walking throughout the classroom, use of educational aids (electronic whiteboards etc.), and retrieval and use of materials.

c, Working Conditions

Working in a classroom educational setting.

d, Emotional Demands

The post holder will be at some risk working in an educational environment above. May be at risk of abuse and aggression from students, parents and carers.

Creativity and Innovation

The post holder will be required to re-schedule work where/when necessary in order to fit in with the working day of the Academy and ensure that tasks are completed.

Contacts and Relationships

Executive Principal, CEO
Head of School
Staff
Directors
Community
Parents
LEA, Managers on all levels and locations
Trade unions

This Job Description conveys a full and accurate description of the job:

<u>Signature</u>	<u>Designation</u>	<u>Date</u>
1. CONFIRMED BY:	(LINE MANAGER)
2. CONFIRMED BY:	(SERVICE HEAD (OR DELEGATE)
3. RECEIVED & AGREED BY:	(POST HOLDER)

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**The employee must countersign the Job Description to show that he/she has received it, although they may not agree with its content. They may delete "& AGREED" if this is the case.*

Grade established/Approved

DATE OF PANEL:

DATE: