

Assistant Head Teacher

Salary: Dependent on Experience plus benefits including: Teachers Pension, Health Care Cash Plan, Generous Staff Discount scheme, 3 extra inset days for planning, at least one late start or early finish per fortnight.

We are seeking to appoint a dynamic, enthusiastic and influential Assistant Head Teacher with responsibility for Humanities and be part of our Quality of Education team with a focus are of Teaching/Learning and/or Curriculum. The exact job description will be flexible for the successful candidates experience to date. The successful applicant must have the drive and desire to be consistently outstanding. You will be someone who shares our moral purpose of ensuring that all our young people receive the best education possible in a supportive environment from people who care about them. You will be passionate about your subject and will inspire our students to be so as well.

As an Assistant Head Teacher, you will join our Senior Leadership Team and contribute to the overall leadership of The Hyndburn Academy.

The role:

- Will be a great match for someone with the highest expectations, determination, resilience and compassion.
- Will work closely with the Deputy Head Teacher and Head Teacher in taking responsibility for Teaching and Learning across the school.
- Will work closely have line management responsibilities for the Humanities department.
- Will, alongside the senior leadership team, have responsibility for ensuring the smooth running of the school on a day to day basis.

Rewards and Benefits:

Our pledge, to all our academy teachers, is that by working for us you will benefit from **more pay, more time, and more support**.

More pay...	more time...	and more support
<ul style="list-style-type: none">• We pay an average of 5% above national scales – the best rates of pay in the sector.• Cash towards medical treatment.• Generous staff discount scheme.	<ul style="list-style-type: none">• Three extra INSET days for planning.• One late start/early finish per fortnight	<ul style="list-style-type: none">• Great training for your career.• Exceptional curriculum resources.• Expert subject advice.• Support for your wellbeing.

Closing Date: 7th February 2025

United Learning

Hyndburn Academy is part of United Learning, a large, and growing, group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our Group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

JOB DESCRIPTION Assistant Head Teacher

Hours of work:	37.5 hours per week	Contracted weeks:	52 weeks
Supporting work/life balance:	5 Inset days per year, plus an additional 3 planning days, one late start/early finish per fortnight		
Reporting to:	Head Teacher	Direct Reports:	Humanities Department
Remuneration Package:			
Salary:	Dependent on Experience	Employer Pension contribution:	Teachers' Pension Scheme

Post:

- Assistant Head Teacher

Role Purpose:

- The role of the Assistant Head Teacher is to work with the Head Teacher to ensure the climate for learning and the school environment is one of high standards, exemplary behaviour and ensure that all students access the wide range of opportunities available to them.

Main Duties and Responsibilities:

Humanities, alongside our TLR holders:

- Develop and implement policies and practices for Humanities which reflect our school's commitment to high achievement, effective teaching and learning.
- Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
- Establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.
- Use data driven improvement, line management and coaching effectively to identify pupils who are underachieving in the subject and create and implement effective plans to support those pupils where necessary.
- Analyse and interpret relevant national, local and school data, as well as research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods.
- With the involvement of relevant staff, establish short-, medium- and long-term plans for the development and resourcing of the subject.
- Monitor the progress made in achieving DCIP and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.

Wider Leadership to be confirmed with the successful candidate.



United Learning
The best in everyone™

■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination

17 January 2023

Teaching Responsibilities:

- Set challenging teaching and learning objectives which are relevant to all students in their classes.
- Maintain up-to-date knowledge and understanding of the characteristics of high-quality teaching and learning for students of all abilities.
- Maintain an environment that promotes excellent learning opportunities.
- Plan for opportunities for students to learn in and out of school contexts.
- Ensure that course work, class work and homework are completed to the highest standard and implement intervention strategies as required.
- Implement strategies to identify and acknowledge achievement.
- Differentiate teaching to meet the needs of students of all abilities taking into account varying interests, experiences and achievements of boys/girls, cultural and ethnic groups to help them make progress.
- Reinforce positive attitudes towards attendance and punctuality and act when necessary.
- Ensure that student reports and assessments are undertaken in line with Academy protocol and to a set timetable.
- Contribute to Academy wide enrichment programmes.
- To serve as a group tutor and actively engage in monitoring and developing the academic, social and emotional development of designated students in line with Academy policies.
- Support the professional development of own and all colleagues, liaising with Director of Professional Development as appropriate.
- Support the training role of the Academy through the involvement with ECT/ITT/GRTP and other training routes as appropriate in conjunction with senior colleagues.

Monitoring and Assessment:

- Make use of monitoring and assessment strategies to evaluate students' progress against planned objectives.
- Use monitoring and assessment information to inform planning and teaching.
- Assess students' progress accurately against appropriate levels.
- Record students' progress and achievements systematically, providing evidence of the range of their work progress and attainment over time to inform planning.

General Duties and Responsibilities:

- This job description must be read in conjunction with the overall requirements of responsibilities identified within relevant conditions of service.
- Whilst every effort has been made to identify the main duties and responsibilities, each individual task may not be specifically identified.
- Colleagues will be expected to comply with reasonable requests from their line manager/senior staff to undertake work of a similar level that is not specified within this job description and to observe all Academy policy statements.
- Colleagues are expected to be courteous to other colleagues and provide a welcoming environment to visitors and telephone callers.
- At all times working in line with Academy policy and procedures.
- To attend staff training events as appropriate.
- To take care of own and others health and safety.
- To be aware of the confidential nature of issues relating to home/academy/parent/carer.
- The Academy will endeavour to make reasonable adjustments to the job and working environment to enable access to employment for disabled applicants or continued employment for any employee who develops a disabling condition.

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This job description is current at the date shown but following consultation may be changed by the Head teacher to reflect or anticipate the changing demands of the post commensurate with the grade and job title.

PERSON SPECIFICATION

Job Title: Assistant Head Teacher

Characteristic	Essential	Desirable	How assessed
Education and Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status Teaching Qualification in a Humanities subject or equivalent. Good Honours Degree or equivalent. 	<ul style="list-style-type: none"> Additional qualification or expertise to contribute to Academy enrichment. Ability to contribute to other subject delivery. Commitment to further professional training. 	Application Certificates
Experience	<ul style="list-style-type: none"> Demonstrate successful KS3 and KS4 teaching experience in Humanities field. Evidence of successful relationships with learners. Ability to communicate effectively with young people and colleagues. 	<ul style="list-style-type: none"> Contribute to, where appropriate, the implementation of workplace policies and practices and promote collective responsibility for their implementation. 	Application Interview Lesson Observation References
Knowledge and Skills	<ul style="list-style-type: none"> Ability to teach full range of students at KS3 & 4. Understanding and commitment to the application of new technology as a tool for learning. 	<ul style="list-style-type: none"> Promote collaboration and work effectively as a team member. Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice and providing advice and feedback. 	Application Interview Lesson Observation References
Personal Qualities	<ul style="list-style-type: none"> Good communication and organisational skills. Energy, ambition, and enthusiasm. Commitment to an inclusive ethos with the belief that every student counts. Commitment to making a difference with a positive 'can do' outlook. Ability to lead and work as part of a team. Adaptability and resilience. Commitment to health and safety. Commitment to child protection and safeguarding. 		Interview References
Special Requirements	<ul style="list-style-type: none"> Satisfactory enhanced DBS clearance. Medical clearance. 2 satisfactory references. 	<ul style="list-style-type: none"> First Aid certificate 	Onboarding process

The Hyndburn Academy is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The academy is committed to safeguarding and promoting the welfare of children and young people and it expects all staff and volunteers to share this commitment.