



## Job Description

<b>Role</b>	<b>Assistant Headteacher – Outcomes, Curriculum and Standards</b>		<b>Reports to</b>	Headteacher
<b>Grade</b>	L5 – L9		<b>Hours of work</b>	1.0 FTE
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>To share in the leadership and the corporate responsibility of Hamilton School</li> <li>To assist the Headteacher and LAB in ensuring high quality education for all students, continuous school improvement and ongoing staff development</li> <li>To take full responsibility for leading and managing significant aspects of the school as directed by the Headteacher.</li> <li>To ensure the school is prepared for Ofsted inspections and other benchmarking visits.</li> <li>To contribute to the work of the SEN and AP portfolio within the trust as reasonably directed</li> <li>To ensure effective and robust implementation of school and Trust policies</li> <li>To carry out such other associated duties as are reasonably assigned by the Headteacher.</li> </ul>			
<b>Scope</b>	<b>Main contacts:</b>	<b>Staff responsibilities:</b>	<b>Financial accountability:</b>	
	Headteacher, All staff, all students. Parents/care givers. Outside agencies.	Senior Middle Leaders/HODs as allocated. Examinations Officer	Some	
<b>Applicable Contract Terms and Duties</b>	<p><b>The post holder will be accountable for:</b></p> <ul style="list-style-type: none"> <li>Standards outcomes as agreed with the Headteacher (academic, behavioural and quality of teaching, NEETs and retention).</li> <li>The regular and accurate reviewing of improvement, action and intervention plans</li> <li>Colleagues being held effectively to account and supported to work smartly and effectively.</li> <li>Contributing to the reduction of in-school variation in middle leadership of teaching and teaching, learning and assessment.</li> <li>Middle Leaders and staff in allocated areas being prepared for Ofsted</li> <li>Effective and proactive communication staff so that all parties feel well managed.</li> <li>Compliance with policy and legislation in allocated teams.</li> <li>Consideration of staff wellbeing and workload in all decision-making.</li> </ul> <p><b>Leading Curriculum and Standards</b></p> <ul style="list-style-type: none"> <li>Supporting the Headteacher to ensure a consistent and effective implementation of the Standards Strategy.</li> <li>To ensure the Quality of Education at Hamilton School is outstanding.</li> <li>To continuously develop, review and evaluate the school curriculum and ensure it meets the needs of all learners, meets statutory compliance, is cost-effective and promotes high standards of personal achievement.</li> <li>To monitor national and local curriculum developments, maintain a clarity of understanding in terms of their application to and appropriateness for the Hamilton School offer.</li> <li>To lead the analysis of key school performance data relating to progress and achievement and, in turn, reporting these findings to the LAB and SLT for further scrutiny and improvement planning.</li> <li>To lead on raising standards of Teaching and Learning across Hamilton School. In doing so, to line manage the Subject Leaders in core areas (English, Maths, Science and IT) to ensure best practice is identified, shared and the continuous improvement of standards is promoted.</li> <li>To lead departmental improvement planning, in partnership with the SLT and to lead the monitoring and evaluation of departmental work across Hamilton School.</li> <li>To oversee the implementation of annual subject and phase reviews across Hamilton School.</li> </ul>			



- Working with the SBM, to lead on the strategic plan for IT across the school, ensuring the plan remains focussed on the needs of students and staff and has optimum impact across the curriculum.
- To lead on the development of the whole-school timetable, working with other senior leaders to ensure effective timetable remodelling and continuous curriculum flexibility.
- Working with the SBM to support strategic, curriculum-focussed financial planning to ensure effective use of budgets and resources.
- To support the distribution of leadership throughout the school.

#### **Shaping the Future**

- To support SLT and the LAB in establishing and driving an ambitious vision for the future of the school.
- To take a leading role in the school improvement planning, implementation and impact process, reflecting collectively agreed priorities.
- To promote a culture of teamwork, in which the views of all members of the school community are heard and valued.
- To contribute to the on-going self-evaluation of the school.

#### **Leading Teaching and Learning**

- To lead training for staff on effective teaching and learning.
- To promote the active involvement of young people in their own learning.
- To oversee target setting for individuals and groups across the school.
- To plan and implement strategies to ensure engagement and positive behaviour for learning across the school.
- To lead on the monitoring and evaluation of classroom practice across the school.
- To lead on mentoring support for colleagues in improving their classroom pedagogy.

#### **Developing self and working with others**

- To rigorously promote equal opportunities and safeguard the welfare and well-being of all those in the school community.
- To make a significant contribution to the continuation of the Hamilton School ethos; one in which every individual is treated with respect, dignity and integrity.
- To support the development of collaborative partnerships in relation to teaching and learning within Hamilton School and throughout the wider community.
- To support the recruitment and induction of new staff.
- To set ambitious expectations for your own performance and that of others and to assist with the setting and monitoring of professional standards in the work of all members of the staff team.
- To pursue relevant professional development opportunities as required and to guide and signpost your staff teams in their training and personal development.

#### **Managing the Organisation**

- To lead on the quality of teaching and learning across the school.
- To lead on the writing, development and implementation of improvement plans in specified areas of responsibility in order to improve standards and achievement.
- To lead on the writing, development, and implementation of school policies relating to issues such as curriculum, teaching and learning; assessment, recording and reporting.
- To lead on the appraisal process of designated staff.
- To present an annual report detailing the use of resources in relation to the Quality of Education across the school and associated value for money.
- Ensuring effective and creative cover and recruitment arrangements across the school

#### **Examinations**

- Line Manage Examinations Officer
- Work with Examinations Officer on policies required - JCQ; OfQual; etc - annual review and update including Website



	<ul style="list-style-type: none"> <li>• Examination Entries/Registrations (also with Subject Leads and SEND Manager)</li> <li>• Point of contact with Exam Boards – Edexcel; AQA etc</li> <li>• Conduct of Exams/Mocks/Invigilators</li> <li>• Work with Curriculum Lead and Subject Leads on qualifications requirements – e.g. Evidence; Spoken Language recording sessions and QA; Progress towards qualifications and internal/external audits</li> <li>• Exam Outcomes review/analysis; reporting (SLT; LAB; MET; Website) etc</li> </ul> <p><b>Securing Accountability</b></p> <ul style="list-style-type: none"> <li>• To support the LAB in meeting its responsibility to account for the performance of the school.</li> <li>• To be directly linked with named areas of whole-school responsibility in terms of monitoring, evaluation and in support of improvement planning and appraisal.</li> <li>• To support staff in understanding their own accountability</li> <li>• To make a significant contribution to the reporting of performance of the school to parents, carers, the LAB and other stakeholders.</li> </ul> <p><b>Strengthening Community</b></p> <ul style="list-style-type: none"> <li>• To establish and develop an accurate understanding of the Hamilton School community.</li> <li>• To contribute to policies and practice which promote equality of opportunity and challenge discrimination and prejudice.</li> <li>• To contribute to the development of opportunities for students to enhance their learning in the wider community.</li> <li>• To promote and model good relationships with parents, based on partnerships to support and improvement and achievement.</li> <li>• To establish and enhance good relationships with the local community and external agencies</li> </ul>
<p><b>Relationships</b></p>	<pre> graph TD     HT[Headteacher] --- AH[Assistant Headteacher]   </pre>



## Person Specification

Candidates will be assessed against the criteria below and will be expected to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context. The interview panel will use the application form, formal interview, assessment activities and references in their assessment.

Role	Assistant Headteacher – Outcomes, Curriculum and Standards	School/Department	Hamilton School
<b>Qualifications, Experience and Professional Development:</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Honours Degree or equivalent</li> <li>• Evidence of professional development</li> </ul>		
<b>Leadership and Management Experience</b>	<ul style="list-style-type: none"> <li>• Experience as an Assistant Headteacher, Senior leader or equivalent</li> <li>• Evidence of sustained and successful leadership of whole-school/school role</li> <li>• Evidence of successfully planning, managing and evaluating the impact of significant whole-school/school improvement</li> <li>• Evidence of working successfully with other education providers and partners to bring about significant improvements for children and young people</li> <li>• Evidence of successful line management of other leaders in order to improve performance and sustain progress</li> </ul>		
<b>Role and Requirements</b>	<ul style="list-style-type: none"> <li>• Evidence of outstanding progress, results and outcomes with a range of ability groups and different needs</li> <li>• Demonstrable ability with strategic and collaborative planning that establishes, communicates and develops a coherent and shared vision</li> <li>• Evidence of developing and sustaining a learning culture that has inclusion at its core, including high expectations and ambitious standards of achievement</li> <li>• Experience of implementing strategies for improving the quality of teaching and learning at a whole school/school level; including promoting excellence and challenging poor performance</li> <li>• Experience of monitoring and evaluating the effectiveness of teaching and learning, including outcomes in terms of standards and achievements and personal development and well-being</li> <li>• Ability to lead the development and implementation of a broad, diverse and ambitious curriculum and effective assessment for learning</li> <li>• Understands the significance of interpersonal relationships and strategies for promoting individual and team development</li> <li>• Understands the importance of promoting an open, fair and equitable culture</li> <li>• Proven ability to communicate effectively and appropriately with a variety of audiences, including those of children and young people</li> <li>• Successful experience of the delegation of leadership responsibilities and management tasks as appropriate</li> <li>• Understands how to establish and sustain effective organisational structures, systems, policy and practice</li> <li>• Sound knowledge and understanding of keeping children safe in education; a robust commitment to the thorough implementation of the safeguarding agenda</li> <li>• Demonstrates a clear understanding of the principles and practice of quality assurance systems, including school improvement, self-evaluation and performance management</li> <li>• Demonstrates a practical understanding of how to analyse and use the full range of evidence, including performance data and external evaluations, to support and monitor the impact of whole school/school improvement measures</li> <li>• Evidence of holding individuals, teams and whole school/school to account for student learning outcomes</li> </ul>		



	<ul style="list-style-type: none"> <li>• Experience of strategies that encourage parents and carers to actively support the learning of their children</li> <li>• Experience of building and sustaining effective and successful relationships with parents, carers, other educational partners and the wider community that enhance a range of positive outcomes for children and young people</li> <li>• Embed and nurture successful change across the school/school by effectively completing tasks and evaluating outcomes within agreed timescales</li> <li>• Inspire, challenge, motivate and empower teams and individuals to achieve ambitious objectives</li> <li>• Demonstrate personal fortitude and enthusiasm with a commitment to ethical leadership aimed at making a transformational difference to children and young people</li> <li>• Demonstrate personal and professional integrity, including modelling values and vision</li> <li>• Think analytically and creatively, demonstrating personal initiative in problem solving</li> <li>• Be prepared and able to present in an inspiring, engaging and effective manner to a variety of audiences and stakeholders</li> <li>• Be aware of personal strengths and areas for development and, in doing so, be able to reflect constructively and act on feedback from others</li> <li>• Demonstrate humour, modesty, resilience and optimism</li> </ul>
<p><b>Requirements specific to the role</b></p>	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p>

**The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.**

<p><b>Signed:</b> Post holder</p>	
<p><b>Date:</b></p>	