

Role:	Assistant Headteacher
School:	Beckfoot Oakbank
Salary/Grade:	L13-L17
Reporting to:	Headteacher

Core Purpose of the Post:

Our aim is to establish a family of Trust schools that create 'remarkable learning environments' and outcomes for learners that place them within the top 20% of similar schools.

The priorities for this job are to support and assist the Headteacher:

- by providing dynamic and professional leadership and management to reflect 'policy in practice'
- by sharing and modelling the school's vision and values in everyday work and practice;
- developing and motivating staff
- Setting high expectations
- embedding learning and teaching strategies and raising achievement
- contributing to our rigorous and on-going self-evaluation
- taking responsibility for leading specific areas/initiatives to secure further school wide improvements.
- fulfil the core purpose of the Beckfoot Trust and maximise the value of being a part of a school led improvement system.
- to lead by example and be a genuine team player

Main Duties and responsibilities:

Trust Leadership Expectations of Senior Leaders in Schools

1. To undertake the full range of duties and responsibilities as required by the Headteacher as set out in The School Teachers Pay and Conditions of Service.
2. To model the kind of leadership and management approach expected of all within the school and Trust. Demonstrate a passionate commitment to the school, its pupils, staff, parents, carers and community.
3. To remain absolutely focused on securing outcomes for all groups of learners that place the school within the top 20% of similar schools.
4. Fully understand the Trust vision for creating a 'remarkable learning environment' within the school.
5. Develop a culture that enables all staff to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
6. To contribute to the shaping of the school 3 year Strategic Vision, the annual Improvement Plan and Self Evaluation process which, through consultation, identifies appropriate priorities and targets for ensuring that pupils achieve high standards, make progress, are safe and enjoy their learning and work.
7. To oversee specific elements of the school improvement strategy as defined by the Headteacher: To work with the Deputy Headteacher for Inclusion and the Associate Headteacher responsible for the Quality of Education. Focussing on our most vulnerable learners (SEND, SEMH, Wave 4 Alternative provisions). To lead the work alongside other senior colleagues on a complementary curriculum. To work closely with the safeguarding and well-being teams in school and to oversee the Pupil Premium strategy.
8. Leading specific initiatives and co-ordinating development programmes to ensure the school promotes and achieves the highest standards of learning and teaching, attendance, behaviour and outcomes;
9. To support the Headteacher in leading the school through all external reviews and inspections.
10. To monitor, evaluate, analyse and review the effectiveness of the school's policies linked to the role.

Supervision and range of decision making:

1. To effectively line manage leaders and teams as identified by the Headteacher, embed ambition, drive improvement, quality assure their work and share accountability for their effectiveness

Communications and working with others:	
<ol style="list-style-type: none"> 1. To communicate effectively with all stakeholders within the school and to work very closely alongside the Headteacher, other senior leaders and Trust colleagues. <p>The Assistant Headteacher will always:</p> <ol style="list-style-type: none"> 2. Put 'Students First' in everything they do. 3. Be flexible in order to meet the constantly changing demands of the role. 4. Be positive at all times, be honest and know the staff. 5. Model what they expect to see from others. 6. Contribute actively to the strategic development of the School and Trust. 7. Be a genuine team player. 8. Be a learner: Listen to others and keep up to date with educational development, strategy and thinking. 9. To show commitment to the rigorous continuous improvement of schools beyond their own school. 	
Resources:	
<ol style="list-style-type: none"> 1. To oversee and lead on whole school strategy and application of Inclusion. 2. Prepare reports for senior leadership and Trust audiences. 	
Professional development:	
An opportunity to complete relevant qualifications and CPD and to work closely with the other Assistant Heads in the Trust. To be discussed at interview, needs dependent.	
Other Considerations:	
<ul style="list-style-type: none"> • To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher. • To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files. • Accept and commit to the principles underlying the Schools Equal Rights policies and practices. • Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act. • Must be legally entitled to work in the UK. 	
Safeguarding: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
<p>Advanced Threshold Fluency Duty Required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:</p> <ul style="list-style-type: none"> • Express themselves fluently and spontaneously at length effortlessly. • Explain difficult concepts simply without hindering the natural smooth flow of language. • Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school. 	
<p>Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder.</p> <p>Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment.</p> <p>The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition</p>	
Date:	April 2021

Person Specification
Teachers and Support Staff

Role:	Assistant Headteacher	
	Essential Requirements	How Identified
Qualifications	A good honours degree or equivalent in relevant subject. Qualified Teacher Status. GCSE English & Maths	Application
Experience	Clear evidence of outstanding teaching over time. Successful senior leadership as an Assistant Head Teacher or Faculty Leadership or equivalent. Experience of leading whole school improvement initiatives across the school. Working within a Trust setting and School Improvement at scale. Collaborative Practice.	Application References Interview
Training	Appropriate recent leadership training. Commitment to significant Professional Development. Awareness of Multi-Academy Trusts and Teaching Schools. Coaching and mentoring.	Application Interview
Knowledge, Skills and Ability	A clear vision for school improvement. Awareness of statutory obligations regarding SEND, Pupil Premium and Vulnerable learners. Knowledge of Safeguarding Curriculum pathways and complimentary curriculums. A commitment to be an outstanding teacher. An excellent understanding of how to use data to monitor performance of students and intervene when necessary. An understanding of the need to reduce the gap between those who are disadvantaged and those who are not. An understanding of the Ofsted framework. An understanding of the benefits of collaborative planning and working as part of a Team. Up to date knowledge of examination specifications and use that knowledge to drive school bases assessments and prepare for examinations. Ability to develop and improve teaching, learning and achievement for all. To be able to implement intervention strategies which can deliver rapid improvement.	Application Interview
Personal Circumstances	Must be legally entitled to work in the UK (Asylum & Immigration Act 1996). Must have the ability to be flexible and work to the requirements of a busy school. Interest in the school's wider role in the community.	Application Interview
Disposition and Attitude	A passion for education and a deep-felt desire to make a difference for young people. To like young people and be liked by them. To possess educational vision underpinned by values. To operate in line with the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Humility: a recognition that the more you know, the less you know! Not being afraid to say 'I don't know'. Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other's sensitivities; to have personal pride and lead by example.	Application Interview References

	<p>Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself.</p> <p>Understand the importance of work/ life balance.</p> <p>Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism.</p> <p>Desire for significant professional development preparing ultimately for Headship.</p> <p>Critical thinker, Open minded. Evaluative. Imaginative. Visionary.</p> <p>Risk taker; Good oral and written communicator.</p> <p>Look smart and professional</p>	
Physical	<p>Resilient.</p> <p>Excellent attendance and punctuality.</p>	References Interview
Equality	<p>A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.</p>	Application Interview