

TEACHING STAFF

JOB DESCRIPTION



ROLE TITLE	Assistant Headteacher
CONTRACTED HOURS	Full time (0.5 teaching)
LOCATION	The Bridge School across both Ipswich and Felixstowe sites
GRADE / SCALE POINT – SALARY	L1 – L5
REPORTING TO	Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

JOB PURPOSE

To deliver and sustain educational excellence in teaching and learning throughout the school and more widely as part of the Trust's Senior Leadership Team, through a range of Leadership strategies.

To actively pursue the agreed aims of the school and wider Trust, maintaining an outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner. There is an expectation all staff colleagues will secure a good or better education for all pupils and the continuous improvement of teaching and learning in the school.

The Assistant Headteacher is expected to make a significant contribution to the core purpose of our school which is to ensure that all our pupils achieve their best academic, social and personal potential. The Assistant Headteacher, as part of the Senior Leadership Team (SLT), is expected to take a leading role in promoting high standards for all students and a positive ethos within the school.

KEY TASKS & RESPONSIBILITIES

Teaching and Learning

1. Working in support of the Headteacher and alongside staff colleagues, the Assistant Headteacher will:
 - a) Share responsibility for school policies, decision-making and strategic planning;
 - b) Develop an ethos of high expectations of staff and students and an adaptable and positive approach to innovation;
 - c) Take full accountability for key areas of the school's work.
2. Carry out teaching duties in accordance with the school's curriculum;

- Liaise with colleagues to deliver units of work in a collaborative way;
- Oversee the work of Learning Support staff colleagues;
- Set targets for pupils attainment levels;
- Liaise with parents to maintain home / school communication;
- Demonstrate good practice in the teaching areas of responsibility;
- Work and fulfil tasks / responsibilities as a Class Teacher

Assessing and reporting

- Record pupils' work with appropriate assessment criteria;
- Maintain lesson evaluations through daily recording on the Earwig Portal;
- Provide assessment reports to monitor pupil progress;
- Liaise with parents and attend consultation evenings;
- Leading on provision mapping

Leadership and management

- Support and assist the Headteacher and Deputy Headteachers across both sites as necessary;
- Demonstrate understanding of issues relating to the organisation, ordering and funding of resources;
- Promote, support and uphold the school's policies on behaviour, discipline and bullying;
- Contribute to staff development activities;
- Manage the performance of Teaching Assistants, including leading on professional growth for TA's.
- To be an alternate DSL as part of the Safeguarding and Welfare Teams

Standards and quality assurance

- Set a good example in terms of dress, punctuality and attendance;
- Attend and participate in schools events;
- Uphold the school's values at all times;
- Attend (and lead) team and staff meetings;
- Develop links with staff colleagues as appropriate across the Trust and neighbouring schools.

Professional Attributes

- The ability to work effectively within SLT and take collective professional responsibility.
- Effective communication with parents, pupils, staff and governors.
- An ability to analyse complex situations and to plan appropriate course of action.
- The ability to think creatively and strategically.
- Inspire challenge and develop individuals and teams of people.
- Ability to plan, organise and prioritise so that time is used effectively.
- Encourage ideas from other people
- Ability to plan ahead, identify problems and offer solutions.
- An ability to listen, reflect and have the capacity to be flexible.
- An awareness of recent trends and developments in education.
- A commitment to continuing your own professional development.

Personal Attributes

- A passion for aspirational teaching and learning.
- A commitment to achieving the best for young people regardless of their social background or ability.
- Resilience and optimism in the face of challenges.
- Integrity.
- Attention to detail.
- Decisiveness, consistency and an ability to focus on solutions.
- Courage and conviction.
- Ability to deliver a consistent approach with regards to discipline.
- Stamina to cope with the role.

Other areas of responsibility

Contribution to the development, implementation and quality assurance of:

- Curriculum (For SEND)
- Teaching and Learning (a class)

Additional notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Other duties as requested by the Executive Headteacher may be made to meet the needs of the school at a given time.

This job description will be reviewed annually

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS)

GENERAL

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Education and training	QTS Evidence of commitment to own professional development	Management training Registered on NPQH / NPQSL
Relevant experience	<p>Knowledge and experience of teaching SEND across relevant Key Stages</p> <p>Excellent classroom teacher with a proven commitment to improving the quality of children's learning</p> <p>Knowledge and experience of School Development Planning and Curriculum Planning</p> <p>Evidence of successful leadership in a school</p> <p>Evidence of liaising collaboratively with colleagues</p> <p>Experience and knowledge of managing challenging behaviour</p> <p>Experience of monitoring teaching and learning</p> <p>Understanding the importance of using data to raise standards</p> <p>Evidence of successfully mentoring or providing general pastoral support to colleagues</p> <p>Experience of line managing staff.</p>	<p>Experience in one or more schools</p> <p>Experience of having responsibility for a class in relevant key stages</p> <p>Experience in organising and leading assemblies</p> <p>Evidence of participating in and developing extra-curricular activities</p> <p>Experience of Performance Management</p>
Skills and Aptitudes	<p>Commitment to the safeguarding and promoting the welfare of children and young people</p> <p>Commitment to equal opportunities and securing the best outcomes for students with SEN and or a disability</p> <p>Commitment to maintaining the professionalism, including confidentiality, at all times</p> <p>Ability to work under pressure & prioritise effectively</p> <p>Ability to lead & motivate others</p>	Experience of effective working with governors

