



Job Description

Assistant Head Teacher

L14-18

Responsible to the Head Teacher

Leaders at The City of Leicester College will challenge themselves and others to meet the highest standards possible; be professionally honest and compassionate; make decisions based on knowledge and lead in collaboration. They will do this to ensure students have access to the highest quality education and develop the knowledge and character for life-long success.

Overall Purpose

To play a major part in embedding our shared vision and ethos across all areas of the College so that we are seen to be ambitious for all staff and students at TCOLC.

To ensure the Quality of Education is ambitious and highly effective, delivering excellent academic outcomes.

To ensure students are well supported to develop the behaviours that will enable them to flourish, even in the face of challenges.

To act in the best interests of children through ensuring highly effective safeguarding procedures.

Lead strategically areas of specific responsibility for continuous improvement.

To ensure the smooth operational running of the College is uninterrupted.

Leading others to seek continuous improvement and hold them to account where this is not the case.

Support the financial security of the school.

This is not an exhaustive list of the roles and responsibilities of an Assistant Head Teacher, but it is expected that each will contribute to all areas of listed in the Overall Purpose to some degree.

The specific roles responsibilities will be negotiated with the Head Teacher, considering the strengths of each Assistant Head Teacher and the strategic and operational needs of the College.

To play a major part in embedding our shared vision and ethos across all areas of the College so that we are seen to be ambitious for all staff and students at TCOLC.

- To promote the agreed aims and values of TCOLC
- To work as a key member of the leadership team, ensuring TCOLC continues to improve rapidly for the benefit of its stake holders.
- To act as a role model for colleagues, students, and parents.
- Have a commitment to your own development, by keeping abreast of national developments and best practice.

To ensure the Quality of Education is ambitious and highly effective, delivering excellent academic outcomes.

- To ensure continuous improvement in student outcomes at whole cohort, key group (e.g. SEND, DA, etc.) and individual levels.
- To work with other leaders and staff in the College to ensure the Curriculum is ambitious and is underpinned by our six curriculum principles.
- To work with other leaders and staff in the College to raise standards of teaching and learning, using self-review to inform improvement planning.
- Be a role model for teaching and learning excellence in the College ensuring ambition is evident for all staff and students in outcomes.
- To ensure interventions are effective and targeted to have the biggest possible impact on student outcomes.
- To communicate effectively and in a timely manner with parents regarding their child's performance and ways they can support improvements.
- To ensure academic transition between key stages enables rapid progress.

To ensure students are well supported to develop the behaviours that will enable them to flourish, even in the face of challenges.

- To work with other leaders and staff to ensure Character education is evident in all areas of the College.
- To work with other leaders and staff in the College to ensure high quality support and appropriate CPD is given to staff so their practice improves rapidly with regards to their pastoral responsibilities.
- Be a role model for Character education and excellent behaviour management in the College, ensuring ambition is evident for all staff and students at whole cohort, key group (e.g. SEND, DA, etc.) and individual levels.
- To ensure sanction and rewards strategies are effective and targeted to have the biggest possible impact on positive student behaviour.
- To communicate effectively and in a timely manner with parents regarding their child's performance and ways they can support improvements.
- Ensure consistent use of reward and sanctions procedures by staff and hold them accountable when this is not the case.
- Ensure the Co-Curriculum is highly effective and fulfils statutory and student needs.
- To work with key stakeholders to ensure students attend school regularly and are punctual.
- To ensure pastoral transition between key stages enables rapid progress.

To act in the best interests of children through ensuring highly effective safeguarding procedures.

- To be trained and act as a DSL for a specific group(s) of students.
- Maintain a current knowledge and understanding of Keeping Children Safe in Education.
- Ensure consistent use of safeguarding procedures by staff and hold them accountable when this is not the case.

Lead strategically areas of specific responsibility for continuous improvement.

- To collect and analyse evidence to accurately evaluate performance.
- To strategically plan for continuous improvement and lead the change process effectively.
- To be accountable and hold others to account where standards are not as high as expected.
- To write and follow policies as appropriate.
- To work with the rest of the leadership team to ensure they are aware of developments and to ensure staff workload is considered when planning tasks across the year.
- To maintain an up to date knowledge of the areas of strength and development needs of areas of responsibility to be able to brief other leaders or external stakeholders as and when required.

To ensure the smooth operational running of the College is uninterrupted.

- To ensure that internal processes are designed and implemented so the College runs smoothly on a consistent basis.
- To work collaboratively to fill capacity gaps on a daily basis.
- To be visible and approachable so staff and students feel supported.

Leading others to seek continuous improvement and hold them to account where this is not the case.

- To effectively line manage and appraise others to ensure they are held accountable for their performance.
- To model high quality professionalism in meetings and self-review activities.
- To inspire others to be the best versions of themselves and seek professional development opportunities.

Support the financial security of the school.

- Manage budgets by seeking the best value for money and greatest impact on students possible.
- To positively represent the college externally to attract prospective staff and students.

The post holder will be trained as a designated safeguarding lead and will act accordingly as required.

This job description is not necessarily a comprehensive definition of the post or statement of procedures and tasks but sets out the main expectations of the post holder's professional responsibilities and duties. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time by the Head Teacher after consultation with the holder of the post.

Conduct

Staff are required to be professionally presented.

Health and Safety

So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are identified in the college's Health and Safety Policy.

Equal Opportunities

Employees must adhere to the council's equal opportunities policies and ensure anti-discriminatory practice within the service area.

Child Protection

Employees must have due regard for safeguarding and promoting the welfare of children and young people and follow the child protection procedures adopted by the college/authority.

Signed Date

Name