



<b>Job Title:</b>	Assistant Headteacher
<b>Responsible to:</b>	Head of School
<b>Direct Supervisory Responsibility for:</b>	Teachers and Support Staff
<b>Important Functional Relationships: Internal/External</b>	School staff/ Governors/parents/pupils

**Main Purpose of Job: *In partnership with the Head of School:***

- To provide professional and highly effective whole school leadership and be responsible for the day to day efficient management of the School.
- To promote and support the vision and direction of the School by providing the day-to-day leadership that will enable it to continue to build success and provide high quality education and positive outcomes for its students.
- To lead and manage the school on a day-to-day basis as part of the senior leadership team, maintaining high morale and setting an example of professionalism, high quality performance and leadership.
- To be a point of contact for all stakeholders and external agencies (as appropriate to the role) in matters relating to the school and enhance opportunities through partnerships between parents/carers, pupils, staff, the local community, Trust partners, other schools and organisations and optimise the benefits of being a Trust School

**Main Duties and Responsibilities: *In partnership with the Head of School***

**Strategic Management**

Effectively manage, encourage, develop and support staff and actively and visibly demonstrate his / her responsibility towards them. Take a lead role in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

- Responsible for the day to day management, and operation of the school across areas of responsibility.
- Support the Head of School in implementing and embedding the vision and future direction of the School
- Work with the Head of School in implementing strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders
- Work with the leadership team, staff and governors to translate the development plans into action plans that identify clear achievable targets and outcomes and to evaluate progress towards achieving these
- Motivate and work with others to create a shared culture and positive environment.

**. Leading Teaching and Learning**

Work with the Head of School, Governing Body, Trust partners and the community to secure and sustain effective teaching and learning throughout the academy; and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement, by:



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- Ensuring that all pupils receive a high quality education in a happy, stimulating, safe and healthy environment;
- Ensuring a consistent and continuous academy-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning;
- Ensuring that learning is at the centre of strategic planning and resource management;
- Establishing creative, responsive and effective approaches to learning and teaching;
- Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
- Demonstrating and articulating high expectations and implanting development plans for the whole academy community;
- Implementing strategies that secure high standards of behaviour and attendance;
- Determining, organising and implementing a diverse, flexible and purposeful curriculum that is relevant to pupils' needs and is supported by an effective assessment framework;
- Implementing approaches that develop students' understanding of themselves as learners and motivate and support them to improve their learning;
- Using new and emerging technologies to enhance and extend the learning experience of students;
- Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies to ensure that the highest standards of teaching and learning are maintained and that underperformance is challenged at all levels;
- Giving and receiving effective feedback and acting to improve personal performance.
- Giving priority to developing high quality teaching and learning across the school
- Encouraging new developments in the curriculum and capitalising on local and national initiatives

**Leading and Managing Staff**

Work alongside the Head of School to lead, motivate, support, challenge and develop individuals and teams, and to foster an open, fair, equitable culture to create and maintain a positive academy culture by:

- Participating in the recruitment and selection of teaching and support staff
- Managing effectively the day-to-day deployment and performance of staff within areas of responsibility
- Supporting the Head of School in carrying out the requirements for Performance Management
- Supporting the Head of School in creating and maintaining good working relationships amongst all members of the school community
- Motivating and supporting staff by identifying and addressing areas for development and building on their strengths
- Promoting the highest standards of courtesy and mutual respect amongst all members of the school community
- Ensuring that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations
- Encouraging and modelling initiative, team work and working in partnership
- Developing and strengthening leadership across the school

**Efficient use of resources**

The Assistant Headteacher will:

- Work with the Head of School to use the school budget to deliver a quality education and to meet the objectives of the school development plans
- Manage allocated budgets on a day-to day basis ensuring effective administration and control and value for money
- Monitor the allocated budget and with the Head of School make appropriate adjustments to spending patterns in accordance with available funding
- Work with the Head of School to manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements



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- Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all
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**Securing Accountability**

The Assistant Headteacher will:

- Work with the Head of School to ensure that all users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements
- Work with the Head of School and build and sustain a positive working relationship
- Contributing to the ethos of the Truro and Penwith Academy Trust, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility and accountability for outcomes
- Work with the Head of School to ensure that the school staff collect and receive and use performance data to support school improvement and raised levels of achievement
- Work with the Head of School to inform the Self Evaluation Form (SEF) and collect evidence to support judgments made in evaluating the school's success
- Ensure individual staff accountabilities are clearly defined, understood, agreed and subject to rigorous review and evaluation
- Keep parents well informed about their child's attainment and progress and supported in understanding how they can contribute to supporting their child's learning
- Provide reports to the Governing Body as required across areas of responsibility
- Contribute to performance management of staff as appropriate to role.

**Partnership**

The Assistant Headteacher will:

- Develop and encourage positive working partnerships with parents and carers
- Develop and encourage positive relations between schools in the Academy Trust, and the local community
- Develop and encourage an effective partnership with the community of Cape Cornwall School drawing upon the strengths and expertise of staff and governors, sharing information and ideas and working collaboratively
- Encourage inter-school links and events of mutual benefit to Academy Trust children
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals

**General/Other:**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To be aware of and adhere to all Trust and academy policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required



Person Specification:	Essential	Desirable	Recruiting method
<b>Education and Training</b>	Qualified Teacher Status  Post Graduate Level Qualification or recognised alternative  Evidence of continuing professional development	NPQ qualifications or equivalent training/ professional development	Application
<b>Skills and Experience</b>	Proven track record  Proven experience of raising standards of teaching, learning and assessment  Curriculum management – planning, teaching and assessment  Experience of managing successful change  Demonstrates experience of successful whole school improvement  Experience of budget and resource management  Ability to analyse data in relation to developmental planning	Leadership experience within an academy	Application/Interview/Assessment
<b>Specialist Knowledge and Skills</b>	Coaching and mentoring skills	Leadership within a MAT	Application/Interview/Assessment



	<p>Experience of Ofsted preparation</p> <p>Partnership and community development</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>		
<b>Behaviours and Values</b>	<p>Motivational leadership</p> <p>Promote a culture of high performance</p> <p>Collaborative working</p> <p>Workforce resilience</p> <p>High level of emotional intelligence</p> <p>Trust and integrity</p>		Application/Interview/Assessment
<b>Special Conditions related to the post</b>			
<ul style="list-style-type: none"><li>• <i>Able to work unsocial hours e.g. to participate in Local Board / Trustee meetings</i></li><li>• <i>Key holder</i></li></ul> <p><b><i>The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.</i></b></p>			