



Learning Academy Partnership

Job Description

Hub Assistant Head

Job Title:	Assistant Headteacher – Cornwall Hub
Salary:	Leadership Scale 1-5
Hours of Work:	As outlined in the current School Teachers' Pay and Conditions document
Responsible To:	Headteacher and Hub Lead
Revision:	1.0 – July 2021

Main Purpose of Post

- To be the day-to-day operational lead for an Academy working under the direction and support of the Headteacher/Hub Lead.
- On a day-to-day basis be the link person for parents and to work under the direction of the Headteacher in leading a team of colleagues.
- To support the implementation of the Headteachers vision and strategic direction for the academy.
- To be an excellent practitioner in teaching and learning.
- Make strategic evaluations of teaching, learning, and personnel issues as a supportive and well-motivated team member
- To support the work of the Partnership in securing a world class education for **all** pupils and the continuous improvement of teaching and learning in the Academy and Partnership, where applicable.
- Play a key role in the development and implementation of the Learning Academy Partnership (LAP) vision, policies and practices and the LAP Development Plan.
- To uphold the academy's Christian vision and values.

Teaching and Learning

- Monitor and evaluate pupil achievement and attainment throughout the Academy
- Lead by example as a teacher and as a leader, achieving high standards of pupil attainment, behaviour and motivation through effective teaching
- Seek and actively support the mutual benefits of LAP joint practice development
- To monitor the quality of teaching and learning, in line with the LAP policies. This will include lesson evaluations, monitoring of outcomes and scrutiny of pupils work, feedback, learning environments, etc.
- To review long term planning to ensure coverage, progression and a range of learning experiences throughout the Academy
- Oversee all aspects of the Academy organisation and management, including preparing agendas and chairing meetings, in order to ensure that Academy policies and practices are being delivered
- Take some responsibility for the pastoral care of pupils, including involvement in when necessary
- Coach and mentor teachers and support staff in order for them to better support all pupils in order to ensure both excellent progress and outcomes.
- Support the safeguarding culture and ensure that all children are safe
- To be part of and, therefore, work closely with the Senior Leadership Team and all staff.

- Co-ordinate and oversee the organisation of out of Academy learning activities within team
- Liaise closely with all staff in areas of responsibility to ensure continuity and progression across the age and ability range
- To monitor the standards of behaviour and achievement within key stage and across the Academy where appropriate
- Set appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing, articulating and promoting clear targets for all. Set appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil's achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines
- Supporting staff to meet personal and professional targets, leading on performance management processes as appropriate
- Ensure staff share the aims of the Partnership in promoting a high quality of learning in the classroom

Recording and Assessment

- Update the Headteacher, other senior leaders and Trustees on the effectiveness of provision for pupils throughout the Academy including an annual development plan, reviews, evaluations and financial bids and management as appropriate
- Have input into the target setting process for raising achievement for pupils and feedback to the Headteacher
- Monitor progress and ensure appropriate action plans are in place where issues are identified
- Contribute to the Annual Report and Termly reports
- Ensure individual needs are being met through effective teaching and learning

Leadership

- Support the Headteacher in providing a clear direction for the development of the Academy
- Contribute to embedding the core values of the leadership team and their practical expression
- Contribute to leadership decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the academy's development plan
- Support the Headteacher and staff in the review, implementation, development and monitoring of Trust policies which promote the Academy's values, aims and objectives
- Assume responsibility for the leadership of the Academy in the absence of the Executive Head, Headteacher
- Attend SLT meetings as required, and report back to staff when necessary
- Establish good relationships, encourage good working practices and support and lead teachers
- Plan, organise and chair meetings as appropriate
- Lead, support, motivate and direct support staff working within the Academy
- Direct, manage and liaise with teaching assistants and outside agencies
- Standards and Quality Assurance
- Support the aims and ethos of the Learning Academy Partnership
- Liaise with the Trustees, when appropriate, to facilitate their overview of Academy management
- Attend and participate in open/parent evenings and parent learning

- Actively promote and uphold the Academy's behaviour code and uniform. Participate in staff training
- Participate and lead in Continuing Professional Development with particular reference to Literacy/Assessment and Curriculum Development
- Attend and lead on team and staff meetings
- Develop links with Trustees, and strengthen joint practice working and development across the LAP and neighbouring schools as appropriate

People and Relationships

- Sustain effective, positive relationships with all staff, pupils, parents, directors and the local community
- Support Curriculum Leaders within the context of Academy policies, in relation to working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitude
- Encouraging moral and spiritual growth and civic and social responsibility amongst pupils
- Managing innovation and change
- Working collaboratively
- Manage and develop effective working relationships with CEO and senior managers in the Academy

Human and Material Resources and their Development and Deployment

- Lead the professional development of all staff through example, coaching peer support and target setting
- Contribute to the audit of staffs' development and training needs and the provision of effective INSET
- Ensure support and CPD during the induction of new staff and for trainee teachers
- Support the establishment of priorities for expenditure across the whole Academy
- Maintain effective and efficient management and organisation of the accommodation and resources of the Academy
- Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development
- Manage the resources for a specific subject area or a whole Academy aspect

General Responsibilities

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos / work / aims of the Learning Academy Partnership
- Establish constructive relationships and communicate with other professionals
- Attend and participate in relevant meetings at academies and other events as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To be responsible for your own continuing self-development

Expectations

1. As appropriate to the postholder's duties must be carried out in compliance with the following:
 - Trust Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. To work at all times within Code of Conduct of the Safeguarding Policy
5. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the postholder's professional responsibilities and duties.

Signed:

Chief Executive Officer

Date:

Signed:

Postholder

Date: