Job Description

**Title:** Assistant Headteacher

**Project Team:** Teaching Staff

**Reports to:** Deputy Headteacher

**Grade:** Leadership 12-16 (£65,286- £72,162)

**Hours:** 32.5 Hours (full-time), all year round, 52 weeks per year

(with some requirement to work occasional out of hours)

***Key Duties and Responsibilities***

With the direction and support of the Deputy Headteacher (Designated Safeguarding Lead / Pastoral) the Assistant Headteacher will:

**Manage Referrals**

The designated safeguarding lead is expected to:

* Refer cases of suspected abuse to the local authority children’s social care as required.
* Support staff who make referrals to local authority children’s social care.
* Refer cases to the Channel programme where there is a radicalisation concern as required.
* Support staff who make referrals to the Channel programme.
* Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
* Refer cases where a crime may have been committed to the Police as required.

**Working with Staff and Other Agencies**

* Act as a source of support, advice, and expertise for all staff.
* Act as a point of contact with the safeguarding partners.
* Inform the headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
* Liaise with staff on matters of safety, safeguarding, and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children’s needs are considered holistically.
* Work with the senior mental health lead, attendance lead, youth worker, and other key pastoral staff.
* Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

**Be Part of a Culture of High Aspirations for Children of the School**

* Create, maintain, and enhance effective relationships.
* Oversee the welfare and well-being of students.
* Implement strategies to support students’ social, emotional, and academic development.
* Work closely with parents and carers to ensure the best outcomes for students.
* Address and manage any issues related to student behaviour and discipline.
* Develop and implement programs to support students’ mental health and well-being.

**Leadership and Management**

* Support the Deputy Headteacher in the overall pastoral management of the school.
* Contribute to the development and implementation of school policies and procedures.
* Lead and manage specific areas of the school’s curriculum and pastoral care.
* Assist in the monitoring and evaluation of teaching and learning standards.
* Foster a positive and inclusive school culture that promotes excellence and high expectations.

**Staff Development**

* Mentor and support teaching staff to enhance their professional development.
* Lead on the induction and training of new staff members.
* Promote a culture of continuous improvement and professional learning.
* Conduct regular performance reviews and provide constructive feedback.
* Identify and address areas for staff development and training needs.

And undertake any other roles and responsibilities commensurate with such a position and under the direction of the Headteacher.

***Component 1 – Wider Professional Effectiveness***

* Participate in and engage with Academy Inset and Professional Development, whether in-house or external.
* Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
* Disseminate the outcomes of Inset to other staff and ensure that the Executive Team are aware of such innovation and cutting edge development.
* Effectively contribute to the Academy improvement planning process.

***Component 2 – Role Model***

* Ensure that ‘no student is left behind’, in their academic and personal development.
* Conform to the Academy’s Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
* Build team commitment amongst students and staff alike.
* Engage and motivate students and staff to do their best by doing your very best.
* Demonstrate a positive approach to your professional duties and improve the quality of student learning.

***Additional Components***

* To consistently uphold the Academy’s aims and strive to attain Academy Targets.
* To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
* To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.
* Play a full part in the life of the Academy’s community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
* Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
* It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
* The job purpose and key task statements above are indicative and by nomeans exclusive. Given the evolving status of the Academy, the need forflexibility amongst staff is therefore considered important.
* To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level.

***Health and Safety Responsibilities***

* All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
* Q3 Academy is a designated no smoking site.

**The Mercian Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants**.

Assistant Headteacher

PERSON SPECIFICATION

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| **Criteria** | **Essential** | **Evidence** |
| **Education &**  **Qualifications** | * Qualified teacher status * Good honours degree * Professional development in preparation for a leadership role * Higher degree (Desirable) * Further qualifications – education related (Desirable) | AF |
| **Skills, abilities and**  **experience** | * Senior Management Experience * Experience of implementing successful whole school policies * Experience of a variety of management roles * Outstanding classroom teacher * Track record in raising standards across Key Stages 3 to 5 * Proven track record of managing successful quality assurance and making use of the data and other information essential for success * Helping to recruit a skilled and effective team then developing /motivating the team to always achieve its full potential * Experience of developing and sustaining positive, collaborative relationships with a wide range of internal and external stakeholders including parents of carers * Experience of managing middle leaders * Experience of senior leadership in a similar size school * Experience of working in a school with similar contextual characteristics | AF INT  RF |
| **Professional Development** | * A record of continuous professional development that includes training in leadership and management * Experience of delivering whole school training and co-ordinating the professional development of staff * Management Qualification * Experience of working with other educational institutions | AF INT  RF |
| **Other skills and attributes** | * Ability to articulate and persuade others to share a vision * Ability to establish and develop positive external relationships * Ability to motivate and engage all stakeholders * Evidence of successful planning, implementation, monitoring and evaluation of development strategies * Ability to analyse data, develop strategic plans, set targets and monitor and evaluate progress * Ability to mentor and coach at Senior Leadership level and throughout the school * Ability to delegate and support those with delegated responsibilities * Is able to work strategically and also operationally * Is fair, compassionate and has a strong sense of social justice * Has a desire to make a significant, long term difference to the life chances of every student | AF  INT  RF |
| **Disposition** | * An outstanding communicator, both orally and in writing, with staff, students, parents, governors and other stakeholders * A proven track record of monitoring and intervening for different student groups to ensure progress for all and a secure understanding of strategies for the improvement of performance * Suitable to work with children and young people * Capacity and enthusiasm for hard work * Be flexible with time and contribute to working outside of school hours * Ability to motivate and inspire others * Outstanding ICT skills * Ability to organise, prioritise, delegate and manage the work of self and others * Positive and resilient outlook * Ability to build and maintain good relationships * Excellent communication skills * Strong commitment to school improvement and raising standards for all * Commitment to equality and the educational needs of the communities served by the school * Outstanding use of data * Is a starter and a finisher * Able to interpret and act on data * Experience and ability to deputise for the Vice Principals /Assistant Vice Principals * Ability to multi-task and willing to take on multiple roles and responsibilities | AF  INT  RF |