

JOB DESCRIPTION

Role Title	Department	Reports to
Assistant Headteacher	Leadership Team	Head of School/Deputy Headteacher

PURPOSE

The Assistant Headteacher should effectively promote a positive image of the Academy. He/She is expected to provide vision and professional leadership to ensure achievement of the Academy's aims.

The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Trust/Academy reserves the right to amend this job description.

DIMENSIONS

Direct Reports	Budget Responsibility
Curriculum leads and Pastoral teams. Additional TLR holders appropriate to specific responsibilities (see below)	As appropriate within specific scope of role.

PRINCIPAL ACCOUNTABILITIES

Main Accountabilities

- Undertake responsibilities as a member of the Leadership Team of the Academy.
- The leadership, day to day management and high standards of Teaching and Learning in the Academy along with the setting development and implementation of policies, plans, targets, practices and procedures related to the system within the context of the vision, ethos, aims and goals of the Academy.
- Effectively appraise, performance manage, line manage and deploy teaching and associate staff as appropriate across the Academy.

Responsibilities as a member of the Leadership Team

- Promote the vision and aims of the Denbigh Alliance.
- Support recruitment campaigns and inducting new staff
- Provide professional leadership and management to secure:
 - The highest aspirations for all students through outstanding learning and teaching;
 - improvement in achievement and attainment for all students;
 - effective strategic direction, leadership and management at all levels;
 - effective deployment of resources;

- outstanding levels of behaviour and engagement;
- **Directly assist the Head of School with:**
 - determining, planning and implementing the direction of whole Academy issues;
 - meeting student and staff needs on a day to day basis;
 - the supervision and control of student behaviour (behaviour and engagement) around Academy at all times;
 - being a presence around Academy: a role model to all.
- **Generic expectations of all members of the Leadership Team:**
 - act with professional integrity at all time;
 - notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to your work;
 - be present where required at meetings, performances and other functions/events;
 - where requested to do so, attend Governing Body meetings to inform on issues related to your role;
 - undertake a proactive part in:
 - those activities that are part of the self-evaluation of the Academy;
 - casual and formal checking of uniform;
 - being a presence around the Academy;
 - appraisal, performance and line management systems;
 - line management of identified curriculum areas and pastoral/year group teams.
- Set an example in undertaking regular commitment to duties and the assembly rota;
- When requested to do so by the Head of School or Deputy Headteacher prepare and present reports on progress/issues related to areas of accountability and responsibility;
- Undertake specific tasks reasonably delegated by the Head of School and/or Deputy Headteachers from time to time.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- To carry out any other reasonable duties as requested by the Senior Leadership Team or the Head of School.

Specific Responsibilities

There will be some specific responsibilities allocated to the role within one of the areas Education, Care or Opportunity. Those areas will be agreed with the Head of School but can be subject to change.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Honours degree and Qualified Teacher Status(QTS) • Evidence of relevant professional development related to whole Academy leadership issues

Knowledge/Experience	<ul style="list-style-type: none"> • Statutory education frameworks. • Strategic planning processes. • Able to recognise and model outstanding classroom practice • Detailed understanding of Ofsted criteria for teaching and learning. • Coaching and mentoring strategies to support staff development. • The use of range of tools and evidence, including performance data, to support, monitor, evaluate and improve student progress. • Models of effective professional development for staff. • Ability to contribute to the strategic direction of the Academy. • Ability to develop and implement operational policies to deliver the strategic vision for Academy. • Leadership and management skills to improve and maintain level of attainment and success. • Excellent classroom practitioner who can lead by example. • Ability to motivate students and staff. • Ability to lead, coordinate, delegate and empower. • Experience of carrying out staff performance reviews and acting on any issues arise from the reviews. • Track record of raising standards in teaching and learning through effective planning, assessment and record keeping. • Experience of significantly raising standards of achievement within a School, Academy, faculty or department.
Technical/Business Skills/Ability/Training	<ul style="list-style-type: none"> • Ability to see things through to completion. • A reflective practitioner able to evaluate practice and embed a process of continuous improvement. • An inspirational style that imparts confidence, motivates staff, parents/carers and students. • Ability to analyse and interpret information to make informed decisions and exercise good judgement. • Ability to create and maintain strong supportive relationships with staff, parents/carers, students, the community and governors. • Ability to be innovative, creative and tenacious. • Skills, experience and ability to promote high quality teaching and learning across the curriculum.
Personal Qualities	<ul style="list-style-type: none"> • An exceptional role model with high standards of integrity and approachability. • A 'team player'. • Highly motivated, ambitious and upbeat. • Calm under pressure with a good sense of humour. • Flexible and collaborative.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED:

DATE: