



WISE
ACADEMIES
We Inspire Success and Excellence

Job description: Assistant Headteacher

WISE Academies is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Leadership Scale L5 to L9
Reporting to: Headteacher

Job purpose

To support the leadership team in providing leadership for the life and work of the academy to ensure high quality educational provision, and to implement the aims and vision of WISE Academies.

Duties and Responsibilities

CORE PURPOSE (AS ASSISTANT HEADTEACHER):

- Duties to be carried out in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document issued by DfE.
- To assist in leading and managing the academy in full accordance with the policies determined by the Directors of WISE Academies and the Local Governing Body and under the direction of the Headteacher
- To promote and safeguard the welfare of children at all levels
- To secure the realisation of the educational vision of the Academy as determined by the Directors and Trust of WISE Academies
- To be a member of the Leadership Team and carry out the responsibilities of a school leader at the academy which secures its success and improvement, ensuring quality education for all pupils and high standards of learning and achievement
- To participate in appropriate meetings with colleagues and parents relative to the above duties
- To carry out other relevant tasks required by the Headteacher

MAIN DUTIES

As part of the Senior Leadership Team of an Academy:

To assist the Headteacher and Leadership team in:

- Developing, implementing and monitoring management structures and procedures so as to ensure that the academy achieves its curriculum and pastoral aims through the attainment of the school development plan;
- Assisting in the formulation of policy and its implementation so as to ensure the enhancement of the quality of learning in an efficient and effective manner;
- Ensuring that the requirements for the curriculum are met and curriculum provision is appropriate and relevant to the needs of children;
- Managing the performance of the academy's staff through the provision of appropriate procedures for appointment, induction, appraisal/performance management so as to maximise effective learning;
- Promoting effective relationships with external bodies, notably parents, other schools/academies and the local community; promoting a positive image of WISE Academies;
- Monitoring and evaluating standards of teaching, learning, resource usage and management of effectiveness and implementing appropriate change strategies, when required;
- Setting and assessing appropriate work and recording results in accordance with the academy's assessment and marking policies so as to provide regular feedback and monitoring of progress;
- Promoting the achievement of high standards in all aspects of school life;
- Successfully manage and promote new initiatives in line with the WISE vision, whilst retaining and building on the Academy's existing strengths and in line with the vision of WISE;
- Planning, delivering and reviewing lessons, which are appropriate to the age and ability of the children so as to create a positive, caring ethos;
- Assisting in the management of the workforce to create a positive learning environment, which makes effective use of available resources;
- Contributing to the creation of a positive and caring ethos;
- Ensuring that the vision for the Academy is implemented and is understood and acted upon by all;
- Motivating and working with others to maintain the shared culture and positive climate;
- To be responsible for the day to day management of a Phase Team and/or subject area as directed by the Headteacher.

As a member of the teaching staff

To undertake the full range of duties as a class teacher including, but not limited to: -

Planning

- teaching programmes on a termly and weekly basis in accordance with Academy policies and schemes of work, and the demands of the National Curriculum;
- programmes of work and activities for pupils according to their educational needs;
- differentiation within activities so that all children are able to develop their full potential;
- for the progression of pupils within and between activities;
- educational visits and visitors appropriate to ongoing work.

Preparation

- appropriate teaching materials;
- activities for pupils matched to their individual needs;
- induction packs for children and their parents;

Organisation

- the classroom environment;
- the use and storage of books and other teaching materials within the classroom;
- the learning experiences of all pupils;
- the induction of children, including a programme of visits for parents and children to the Academy and visits to children and parents in their homes where necessary

Implementation

- planned teaching programmes using a variety of methods appropriate to the needs of the class;
- planned programmes of work and activities matched to pupils' educational needs;
- the Academy's policy with regard to pastoral support;
- the Academy's policy on behaviour and discipline, including the use of appropriate praise or sanctions for pupil work and behaviour;
- planned educational visits.

Monitoring and Assessment

- the achievements and progress of individual children with reference to the arrangements in use in the Academy and the requirements of the law;
- pupil performance through the completion of baseline assessments.

Provision of information

- daily attendance records;
- termly and weekly planning records to be shown to the Headteacher;
- oral and written reports to parents;
- records of progress and performance and annotated samples of work for inclusion in each child's portfolio;
- Learning Profiles (for Nursery children where applicable);
- documentation necessary for transfer between key stages;
- oral and written reports to any other agencies entitled to such information;

- provision of case studies.

Attendance at the following meetings:

- meetings as required relating to the curriculum, administration and organisation;
- parents' meetings;
- meetings for parents of prospective children;
- meetings on Entry Profiles for children;
- meetings with parents of pupils on the Special Educational Needs Register;
- meetings with professionals from other agencies as required.

Other

- Undertake any professional duties of the Headteacher as reasonably delegated to them by the Headteacher;
- Undertake, to the extent required by the Headteacher, the professional duties of the Headteacher in the event of their absence from the school;
- Develop relationships to secure that the interests of WISE are actively promoted;
- Secure that the vision, values and ethos of WISE are embedded and are evident in the daily life of the Academy;
- To ensure the management and organisational structures are fit for purpose and facilitate continuous improvement;
- Maintaining effective management and administrative processes and procedures at all levels;
- To undertake risk assessment as appropriate;
- Uphold provision for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;
- Encourage close parental involvement in the day-to-day life of the Academy, and ensure that communication between the Academy and home is effective;
- To ensure a high standard of customer service to users of the Academy;
- To represent the Academy/company at meetings or other events;
- To engage in own relevant professional development which may include working towards NPQSL and/or NPQH or other appropriate recognised standard;
- To carry out duties in accordance with full regard to WISE Academies' policies and procedures;
- To undertake such other reasonable duties as may be required within the Academy

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Generic Duties relevant to all members of Staff

<p>1.</p>	<p>Working with colleagues and other relevant professionals</p> <ul style="list-style-type: none"> • Communicate effectively with other staff members, and any key stakeholders • Collaborate and work with colleagues and other relevant professionals within and beyond the Trust • Develop effective professional relationships with colleagues
<p>2.</p>	<p>Professional development</p> <ul style="list-style-type: none"> • Keep personal knowledge and understanding relevant and up-to-date by reflecting on personal practice, liaising with the line manager and identifying relevant professional development to improve personal effectiveness • Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust • Take part in the Trusts appraisal and performance management procedures
<p>3.</p>	<p>Personal and professional conduct</p> <ul style="list-style-type: none"> • Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school • Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality • Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community • Respect individual differences and cultural diversity
<p>4.</p>	<p>The Trust</p> <p>The Mission Statement of our Trust is WE are a family of schools who exist to INSPIRE each pupil to believe in themselves so they experience great SUCCESS through our commitment to EXCELLENCE. Our philosophy is one of boundless aspiration...the sky is the limit. All staff are expected to be committed to this statement in everything they do</p> <p>It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and values</p> <p>All staff should act with professional integrity at all times, following the "Code of Conduct"</p> <p>Your base location will be identified in your offer of employment. However, you may be asked to work at any of the other Schools within the Trust and you should expect to travel between sites as required.</p>
<p>5.</p>	<p>Teaching and Learning</p> <p>This is our core principle and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core principle. This may mean undertaking tasks outside of your area of responsibility where required.</p>
<p>6.</p>	<p>Collective Responsibility</p> <p>At WISE Academies we are one team who, together, all commit to achieving our mission. All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders As a WISE Team we always act with Honesty, Integrity and Fairness in everything we do.</p>
<p>7.</p>	<p>ICT</p> <ul style="list-style-type: none"> • All staff will be expected to utilise ICT and to improve communication and reduce paper use

	<ul style="list-style-type: none"> • Security procedures must be followed when using ICT systems • All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.
8.	Health and Safety <ul style="list-style-type: none"> • Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust • In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.
9.	Safeguarding <ul style="list-style-type: none"> • WISE Academies is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by WISE Academies Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.
10.	Data Protection <ul style="list-style-type: none"> • WISE Academies takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an **Assistant Headteacher**

Name:

Signed:

Date:

INSPIRE

SUCCESS

EXCELLENCE

Person specification – Assistant Headteacher

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ● Qualified Teacher Status ● Evidence of further professional qualification e.g. (Desirable) ● Evidence of participation in CPD covering current curriculum and management issues and implementation (Essential)
Experience	<ul style="list-style-type: none"> ● Experience of developing and promoting partnership working (Essential) ● Experience of curriculum management – planning, delivery and assessment (Essential) ● Experience of leading and managing change across the primary sector (Desirable) ● Experience of successful liaison with parents to improve pupils' learning (Essential)
Knowledge	<ul style="list-style-type: none"> ● Detailed knowledge of the structure and content of a successful curriculum across key phases (Essential) ● Proven record of promoting, monitoring and evaluating whole school curriculum development (Desirable) ● Up to date knowledge and experience of Ofsted inspections and new initiatives in education (Essential)
Skills	<ul style="list-style-type: none"> ● Ability to work effectively as an individual and team member ● Ability to analyse and interpret data and set targets in order to continue to raise standards ● Ability to use a range of strategies to promote positive behaviour ● Ability to contribute to staff development ● Demonstrable success in raising standards in the primary age range ● Excellent classroom practitioner with a clear vision and understanding of excellent inclusive practice ● Ability to communicate effectively with a range of audiences, together with an ability to negotiate at all levels and resolve conflict ● Ability to set appropriate targets for the improvement of school performance and to establish, monitor and evaluate an action plan in relation to those targets
Other Requirements	<ul style="list-style-type: none"> ● Commitment to own personal and professional development ● Able and willing to work flexibly in order to meet deadlines and to achieve the required outcomes. ● A commitment to Improvement including the ability to develop and produce successful plans/strategies. ● Contribute to the effectiveness of improvement activity and measure the impact and effectiveness of plans / strategies. ● Ability to innovate using creative skills to develop new working practices to improve standards. ● A commitment to ensuring a safe environment for children, a thorough knowledge and understanding of safeguarding procedures

Any offer of employment is conditional upon the following:	<ul style="list-style-type: none"> • Satisfactory clearance from the Disclosure and Barring Service • Satisfactory medical clearance • Right to work in the United Kingdom • Receipt of two satisfactory references (one from most recent employer in an education setting)
Personal qualities	<ul style="list-style-type: none"> • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times •

Notes:

This job description may be amended at any time in consultation with the postholder.

The MINIMUM ESSENTIAL REQUIREMENTS are the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job. In your application form please cross reference to each of the criteria and describe how you meet them. This makes it easier for the panel to judge whether they feel you meet the criteria.

The METHOD OF ASSESSMENT column shows how the necessary information will be sought about you.

If, for example, the METHOD OF ASSESSMENT column says the Application Form next to an Essential requirement, you MUST include in your application enough information to show how you meet these criteria.

This role requires travel to a range of academies throughout the North East of England so the successful candidate must be able to drive and have their own vehicle to use for business purposes.

Line manager’s signature: _____

Date: _____

Postholder’s signature: _____

Date: _____

