



KING EDWARD VI BALAAM WOOD ACADEMY

Educational excellence for our City

Job Description

~ Assistant Headteacher (Science specialism) ~

King Edward VI Balaam Wood Academy, New Street, Frankley, B45 0EU

Title	Assistant Headteacher (Science specialism)
ISR Range	L11-15
Reports to	Headteacher
Disclosure level	Enhanced
Purpose	<p>The Assistant Headteachers support the Headteacher in providing professional leadership for the school in order to secure its success and continuing improvement. The appointed person will do this by:</p> <ul style="list-style-type: none"> • Motivating and supporting all staff, working with the Local Governing Body and managing the resources of the school. • The Assistant Headteacher will ensure that all of our pupils benefit from a high-quality education and are supported to achieve their highest potential; • Supporting with the management of Teaching and Learning and ensuring the wellbeing of all pupils and staff; • Contribute to whole school self-evaluation and improvement.
Vision	<p>An academy based on the highest aspirations and expectations, characterised by evidence-based teaching and learning leading to the best outcomes for all pupils both academically and socially. Staff are valued, challenged and supported – part of the learning community where they drive their own professional development. An academy that works in positive partnership with parents and carers, holding the best of reputations and acting as an ‘anchor’ of the community. At the heart of the academy is a curriculum that develops aspirant, resilient and confident pupils with high self-esteem and a thirst for learning that extends beyond the classroom.</p>
General SLT Duties & Responsibilities	Shaping the Future (Strategic Leadership)

	<ul style="list-style-type: none"> • Formulate and steer a course for the academy which anticipates and interprets national and local policy developments to continue the development of an exciting learning environment appropriate to 21st century learners. • Demonstrate the vision and values in everyday work and conduct by leading by example. • To ensure that the agreed vision is clearly stated, understood, shared and acted upon in a positive way by all stakeholders. • To be responsible for implementing academy self-evaluation and quality assurance procedures and ensure the academy achieves its performance targets, whilst including leaders and staff at all levels. • To work with all stakeholders to motivate and generate enthusiasm and commitment, to ensure continuous academy improvement. • To present a coherent and accurate account of the academy's performance in a form appropriate to a range of audiences including: Governors, the Local Authority, the local community, Ofsted and others, to enable them to play their part effectively. • To ensure that the management, finances, organisation and administration of the academy supports its vision and aims. <p>Leading Teaching and Learning</p> <ul style="list-style-type: none"> • Ensure a consistent and continuous academy-wide focus on pupils' achievement and experience, which uses data to monitor progress in every pupils' learning and challenges underperformance at all levels. • In leading, to provide a clear sense of direction and sense of values, underpinned by personal visibility and commitment. • To establish creative, responsive and effective approaches to learning and teaching in all areas of the curriculum. • To create a culture of challenge and support, high expectations and an environment where pupils can excel. <p>Developing Self and Working/Leading with Others</p> <ul style="list-style-type: none"> • To build a collaborative learning culture in the academy, working closely with partner academies and colleges. • To work with all staff to build effective teams and generate a strong sense of mutual support in achieving the academy's vision. • To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, with clear delegation of tasks, devolution of responsibilities and celebration of achievements. • To treat people fairly, equitably and with dignity and respect. <p>Managing the Organisation</p>
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	<p>Will support the Headteacher to:</p> <ul style="list-style-type: none"> • Recruit, retain and develop excellent staff and manage their workload and performance, in order to achieve the vision and goals of the academy. • To ensure that the environment of the academy is maintained to a high standard, in order to develop a sense of pride in the surroundings. • Produce and implement clear evidence-based improvement plans for the development of the academy and its facilities. • Maintain an organisation structure which reflects the academy's values and enables management systems, structures and processes to work effectively, in line with legal requirements. • Manage and organise the academy environment efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations. <p>Securing Accountability</p> <p>Will support the Headteacher to:</p> <ul style="list-style-type: none"> • Sustain and continue to develop a whole academy ethos/culture which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes. • Ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation. • Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities. <p>Strengthening Community through Collaboration</p> <ul style="list-style-type: none"> • To work in partnership with the Local Governing Body. • To create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development. • To build and strengthen the positive image of the academy in the wider community. • To collaborate with other organisations to ensure the intellectual, spiritual, social, moral and medical wellbeing of pupils. • Seek opportunities to invite parents and carers, community figures, external partners, businesses and other organizations into the academy, to enhance and enrich the academy and its value to the wide community.
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	<ul style="list-style-type: none"> Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other academies and promoting innovative initiatives.
Specific Postholder Responsibilities	Exact academy-wide responsibilities will be open to negotiation with the successful candidate taking account of the individual's expertise, experience, interests and the needs of the academy.
Responsible to:	Deputy Headteacher (Quality of Education)
Responsible for:	TBC
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p> <p>Postholder:</p> <p>Postholder Signature:</p> <p>To be reviewed on an annual basis.</p> <p>January 2023</p>	