



Hugh Sexey Church of England Middle School Job Description

Post Title	Assistant Headteacher and Language and Communication Faculty Leader
Pay Range	Leadership L 7-11
Reporting to	Deputy Headteacher
Responsible for	Ensure high quality teaching and learning, achievement and progress of pupils in the Faculty. Strategically lead and co-ordinate the whole school Speech, Language and Communication development /Literacy and reading strategy.
In addition to the duties of a teacher as laid down in the School Teachers Pay and Conditions Document you are required to undertake the following responsibilities	

Purpose of the post

The Assistant Headteacher is responsible to the Headteacher for all operational matters whilst playing a key role in the academic/pastoral vision and direction of the school.

The Assistant Headteacher works closely with the Headteacher and Deputy Headteacher to ensure that the highest standards of behaviour, learning and academic attainment prevail across the school, and in maintaining and extending the school's reputation for outstanding academic progress and pastoral care.

The Assistant Headteacher will also work with the Headteacher and Deputy Headteacher to establish key strategic goals for the school, which will themselves be set within the framework of the School and Wessex Learning Trust (WLT) Improvement Plans.

The functions and specific responsibilities below are to be undertaken in conjunction with the duties of a member of the senior leadership team as defined in the Teachers' Pay and Conditions Document.

The significant responsibility of this Assistant Headteacher role will be to provide effective leadership that ensures outstanding progress for every child which promotes Speech, Language and Communication, a passion for literacy and reading in every member of the school community and Wessex Learning Trust.

The Assistant Headteacher will report directly to the Deputy Headteacher, keeping them informed of any significant issues relating to the behaviour, performance or progress of the school and its pupils.

Key accountabilities

1. To support the Headteacher and Governors (LGB) in developing the strategic aims and values of the school to drive pupil progress and personal development
2. Lead and manage the schools Language and Communication faculty, ensuring that the curriculum is well planned and sequenced, implemented effectively and leads to improved outcomes for all learners
3. Work with our staff and partners across the WLT and beyond to improve the quality of teaching and learning through excellent ongoing professional development
4. Work with our staff and partners across the WLT and beyond to improve the quality of our Speech, Language and Communication provision and promote reading with our stakeholders

KEY AREAS OF RESPONSIBILITY include:

Curriculum and Teaching and Learning



- Strategically lead faculty curriculum design, teaching & learning (T&L) and assessment systems, in conjunction with the WLT policy and be responsible for the implementation of the whole school approach to SLC and reading.
- Timetable effectively faculty curriculum loads and staff deployment to maximise pupil progress
- Be an excellent role model, exemplifying a high standard of T&L and promoting high expectations and quality first teaching for all members of the school community
- Implement curriculum and assessment policies on equality issues for all staff and pupils
- With the Senior Leadership Team, ensure the systematic teaching of basic skills and recording of impact is consistently high across the faculty
- Work with other faculty leaders to raise pupil progress and standards through bespoke professional development that is supported by effective staff performance management/appraisal
- Lead the development and delivery of training and support for staff
- Work in partnership with the WLT senior leaders and faculty/curriculum leaders in managing the school through strategic planning, the formulation of policy and implementation of strategy
- With the Senior Leadership Team, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality assurance

Pupil Progress

- Maintaining records of pupil performance and producing an analysis of results annually for the Headteacher and Local Governing Body
- Set aspirational targets and track pupils progress against these using Insight and SISRA data tracking systems to inform teacher planning, quality first teaching and interventions as required
- Chair pupils progress meetings to plan strategic interventions to raise standards
- Identify and facilitate intervention as appropriate for pupils requiring additional support; SEND, PP, CLA and other identified groups through alternative provision, flexible provision, and/or enrichment.
- Ensure all members of the faculty and pupils comply with Trust policy and school expectations around uniform and conduct to maintain high standards
- Pupil reading and comprehension skills are in line with or above national expectations and allows full access to the wider curriculum

Assessment

- Lead on the implementation of assessment methodologies across the faculty working closely with other WLT schools to ensure the best outcomes for all learners
- Develop, drive and evaluate the quality of assessment and assessment for learning to ensure a positive impact of the curriculum delivery and pupil progress
- Track pupils progress using assessment data from Insight and SISRA ensuring that data on pupil progress is used to improve T&L pedagogy

Developing Staff and others

- Act as a role model of excellent classroom practice for other staff, modelling effective strategies for them.
- Monitor and evaluate the quality of planning and provide constructive feedback. Hold colleagues to account, and effectively manage conflict and relationships.



- Line manage colleagues within the faculty. Effective delegation of responsibilities to other post holders within the faculty.
- Co-ordinate and monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to pupils' learning.
- Identify CPD needs for the Faculty.
- Lead and contribute to internal CPD which delivers a continuously improving service as measured by performance targets.
- Act as performance management team leader for the Faculty, ensuring challenging and appropriate targets are set and reviewed.
- Plan and implement strategies to improve teaching where needed.
- Induct, support and monitor new staff.
- Work with the other Directors of Learning across the WLT to ensure that best practice is utilised to ensure consistency in high quality teaching and learning.
- Work with the WLT, middle leaders and senior team, when appropriate, to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Support the school in the delivery of the inclusivity and equality
- Ensure the safeguarding of all pupils through the implementation of effective policies and procedures.
- Ensure a safe working and learning environment through application of appropriate risk assessment and adherence to current Health & Safety regulations.
- Support the Headteacher in overall management of staff

School Operations

- Overseeing the production and review of the faculty handbook
- Overseeing aspects of the Staff Handbook as directed by the Headteacher
- Assist in the quality assurance of school reports and attend Parents' evenings
- Lead regular reviews of relevant school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Ensure all information required by the governors, senior staff and Headteacher and Trust Board, to evaluate the School's provision is produced accurately, timely and efficiently.
- Support a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Leadership/membership of working groups as directed by the Headteacher
- Work with the Headteacher and WLT in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Effectively communicate with parents and ensure that families are supported as active participants in their child's education, through parent's evenings, transition events and celebration events
- Responding to pupil and parental concerns
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

Meetings

- Support the delivery of Full staff, Senior Leadership Team and Faculty meetings
- Attendance as required at Local Governing Body meetings
- Attendance and contribution to New Pupil Induction Evenings for parents
- Other responsibilities as a member of the school senior leadership and Wessex Learning Trust team

Trust wide responsibilities

- Liaison with other leaders across the WLT, in order to ensure consistency of approach and practice regarding Curriculum design (Intent, Implementation and Impact), Assessment and Teaching and Learning pedagogy.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Hugh Sexey Church of England Middle School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of GDPR.

Safeguarding Children

In accordance with the school's commitment to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education" (September 2018) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You are required to have satisfactory Enhanced DBS clearance.

In Addition

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar nature that is not specified in this job description.

- Ensure that the aims, priorities and policies of the school and Trust are adhered to
- Act as a positive representative and advocate of the school and Trust in all circumstances and at all times

The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Trust agreed child protection procedures will be followed alongside implementation of the Academy disciplinary procedures.