



Job Description

Assistant Headteacher: Literacy and Inclusion

School: Thornden

Hours: 1.0 FTE

Contract: Permanent

Responsible to: Headteacher

Job Purpose:

- To support the Headteacher in the strategic and operational management of the School at the most senior level, across both the academic and pastoral divide. This includes, but is not limited to, formulating the School Development Plan, recruitment, personnel management, performance management arrangements, Ofsted preparation, School SEF, financial planning, school promotional activity, exclusions, and specific pastoral care as required by students)
- To uphold and promote to all stakeholders in our community the agreed Vision and Mission Statements, the School's values and expectations, its goals and objectives, through the language of 'Respectful, Responsible and Purposeful'
- To lead, manage, and evaluate whole-school strategies aimed at improving student outcomes, particularly in GCSE results, literacy, inclusion, extracurricular engagement, and post-16 progression into high-quality education, training, or employment. These specific aspects are:
 - Promoting whole school literacy so that teachers consistently improve the teaching of literacy to all students
 - Promoting a truly inclusive school where students can achieve regardless of their starting points, barriers or background
- To support safeguarding in school by functioning as one of the team of Deputy Designated Safeguarding Leads (Deputy DSLs).

Key Areas of Responsibility

School Leadership

- Support the Headteacher in her role and work collaboratively with SLT colleagues in their roles
- Inspire and be a role model to staff members by personal example and hard work
- Be a key point of contact and liaison with the Governing Body
- Promote the well-being of staff by having due regard to workload and work-life balance of staff

- Have line management and performance management responsibility for specific staff/roles
- Lead individual and team meetings as required, chairing and producing the agenda for effective meetings. To ensure minutes are taken, kept secure and others informed as appropriate
- Address issues of underperformance by teaching or other staff, bringing about improvement in performance; encourage, celebrate and share high performance
- Play a role as a senior leader in the development of all aspects of the school, including its policies and their implementation, financing, resourcing and strategic decision-making.
- Develop and maintain effective methods of communication with the Headteacher, other SLT, and other staff, students, parents, governors, external agencies and the wider community (including business and industry) etc.
- Help write and evaluate the School Development Plan, have delegated responsibility for aspects of development and self-evaluation, having up-to-date knowledge and understanding of the Ofsted criteria
- Carry out supervisory duties as required before school, at break and lunchtime and lead a team of duty staff as well as On-Call, SLT detentions and Reflection room duties
- Attend or organise school events as required including Open Evenings, Parents Evenings, Year Group celebration events and information evenings
- Contribute to exclusion investigations and decisions, including deputising for the HT in exclusion decisions in his absence/unavailability

Promoting inclusion in its truest sense across the school by ensuring that all students, particularly those with SEND, are able to meet their full potential both academically and pastorally. To celebrate the diversity within our organisation so that every student and member of staff feels that they belong

- Articulate to students, staff and parents a clear and compelling vision of inclusion rooted in the schools' values
- Lead the day-to-day staff management of inclusion around the school, achieving consistency and high standards:
 - Provide clear leadership to the SENDCOs (and wider SEND department) and subject middle leaders regarding high standards of inclusion across the School
 - Improve the quality and consistency of the wider staff implementation of adaptive teaching as well as wider inclusion across the School
 - Delivering a CPD curriculum that supports the development of these areas
 - Promote and strengthen the understanding and application of all relevant policies and practices through rigorous and effective monitoring and evaluation.
 - Liaise with other members of SLT, the Trust and wider staff to contribute to a joined-up approach to inclusion
 - Ensure relevant staff and SLT colleagues' practice is kept up to date with the statutory guidance relating to inclusion
 - Foster the development of best practice in the SEND team and Inclusion across the school, including celebrating diversity and difference.
 - Keep up to date the school website regarding inclusion-related issues and policies

Promoting an effective approach to whole school literacy

- Articulate to students, staff and parents a clear and compelling vision of an effective literacy strategy that is rooted in the school's values
- Lead the day-to-day staff management of literacy around the school, achieving consistency and high standards:
 - Building on existing work to ensure that there is a common and consistent approach across the school towards literacy including (but not only in) reading, teaching vocabulary and improving writing
 - Delivering a CPD curriculum that supports the development of these areas
 - Promote and strengthen the understanding and application of all relevant policies and practices through rigorous and effective monitoring and evaluation
 - Liaise with other members of SLT, the Trust and wider staff to contribute to a joined-up approach to literacy
 - Keep up to date the school website regarding literacy-related issues and policies

Marketing

- Assist in effective recruitment and marketing e.g. by attending and supporting Open Evenings, producing press releases, website material and school social media marketing the school. In addition, make regular personal use of school social media to promote activities, events and achievements in school
- Ensure appropriate communication/consultation with students and parents, including the school's website and social media
- Liaise with relevant agencies as appropriate

Administration

- Maintain efficient and effective control of the relevant administrative processes, budgets and resources
- Ensure a safe and secure working environment complying with Health and Safety guidelines

Professional Development

- Responsible for identifying and acting on one's own professional development priorities through the PM process
- Delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff
- Use the Performance Management cycle to assist in enhancing the professional development
- aspirations of colleagues
- Keep up to date with new research, developments and best practice related to the role

Equal Opportunities

- The member of staff will always carry out the duties and responsibilities of the post with due regard to the school's equal opportunities policies

Other

- Undertake a specified teaching commitment
- Undertake any other reasonable duties as required by the Headteacher or their representatives

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974 (as amended 2013 and 2020). An enhanced disclosure with a check of the Children's Barred List will be sought through the Disclosure and Barring Service as part of HISP Multi Academy Trust's pre-employment checks.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.