

Job Description

The Assistant Headteacher will exercise strategic leadership of school improvement in the secondary phase, with the overriding aim of supporting fulfilment of the Trust & the Academy's Statement of Purpose, Values and Outcomes.

Working with the Headteacher to contribute to a strategic view of Murrow Primary Academy, for its community by analysing and planning for its future needs and further development within the local, Trust and national context.

The Assistant Headteacher, is responsible for providing operational leadership and management of the school, the supervision of all pupils and staff on the senior site reporting to the Headteacher. S/he will work to build on the strong improvements already made at Murrow Primary Academy and focus on working with the Headteacher to further improve pupil outcomes.

The Assistant Headteacher will adopt a pro-active and visible presence ensuring key elements of pupils' progress, quality of learning & teaching, behaviour and safety and leadership are all of a very high standard.

The postholder works alongside the Headteacher, who will provide strategic leadership and hold overall accountability for direction, standards and quality.

Purpose of the role:

- a) To work collaboratively in a range of areas e.g. learning, progress and outcomes of pupils, development of staff etc;
- b) To sustain synergy between the three schools in our mini-hub: Leverington, Murrow and Gorefield
- c) To implement the school's policies in a dynamic and rigorous way.
- d) The school shares the responsibility with each teacher for continual review and the development of expertise.
- e) Translate the vision into agreed objectives and operational actions to make a significant impact on provision for pupils.
- f) Work to develop knowledge and understanding of the new requirements of the latest Education Inspection Framework around culture, ethos and behaviour to maintain the school's Ofsted Good judgement for behaviour and build toward a level of outstanding, inclusive provision for all students.

Responsibility for the individual leadership, management, control and organisation of the school will rest with the Co- Head Teachers.

1. General Duties:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

It may be modified by the Co- Head Teachers, with the post holder's agreement, to reflect or anticipate changes in the job role, commensurate with the salary and job title.

The Assistant Headteacher will carry out his/her professional duties in accordance with and subject to the National Conditions of Employment for Assistant Headteachers.

The Assistant Headteacher will be responsible to the Co- Head Teachers, subject to any policies which the Department for Education, Diamond Learning Partnership Trust and the Co- Head Teacher may implement.

2. Particular duties of this post are to:

Support the Co- Head Teacher with the overall management and leadership of the Academy including:

- a) Promoting and developing the school's vision, as set out in the School Development Plan and supporting with the annual SEF process;
- b) To have strategic oversight of pupil outcomes
- c) To have strategic input into the quality of education delivered to pupils;
- d) Quality assurance of all aspects of school life, challenging and supporting where necessary;
- e) Ensuring that staff and resources are utilised effectively for the benefit of all students in our care;
- f) To deputise for the Co- Head Teachers in their absence;
- g) To carry out the duties of a schoolteacher, as set out in the current Schoolteachers' Pay and Conditions Document.

3. Curriculum and Evaluation

- a) Drive a continuous and consistent focus on pupils' achievement, using data and benchmarks to monitor progress;
- b) Ensure a culture and ethos of challenge and support where all pupils can achieve and success and become engaged in their own learning;
- c) Lead the curriculum, ensuring that it works for all students of all attainment levels and backgrounds;
- d) Quality assuring the curriculum so that it maintains a high standard throughout the Academy;
- e) Lead initiatives and strategies which promote teachers' growth and expertise development;
- f) Take direct responsibility for the quality of learning & teaching, ensuring all classroom practice is good or better.
- g) Tackle underperformance at all levels and ensure rigorous systems are in place for strategic and sustainable improvement;
- h) Lead involvement in the daily life and activities of pupils by personally recognising their achievements and sharing in their successes as well as their problems and concerns.

4. Securing Accountability

To secure pupils' outcomes taking into account pupils starting points and their individual learning needs:

- a) To ensure that all staff have a consistent and well understood approach to using data to raise pupil progress;
- b) Develop an ethos which enables everyone to work collaboratively;
- c) Ensure individual staff accountabilities are clearly defined, understood and communicated;
- d) Ensure compliance at every level with school policies and procedures;
- e) Ensure every child has access to high quality teaching and learning, in a safe and stimulating learning environment.

5. Behaviour

To support approaches to behaviour and inclusion by working collaboratively with other members of the SLT, training of staff, liaison with parents and other agencies;

- a) Supporting the school and pupils on a day-to-day basis with issues that arise;
- b) Support and challenge pupils where necessary.

6. Safeguarding

- a) The successful candidate will take a leading role in the leadership of safeguarding at the Academy and will most likely receive training as a Designated Person.
- b) The successful candidate will show an unrelenting determination to ensure that safeguarding standards are exemplary.

7. Leadership and management, including managing budget

- a) Support and deputise for the Co- Head Teachers (as required or requested);
- b) Line manage other members of the Leadership/Extended Leadership Team & Middle Leaders;
- c) Support and uphold the school's policies on behaviour, discipline and bullying
- d) Support the delivery of key policies;
- e) Contribute to staff development activities.
- f) Manage the team's resources efficiently and effectively;
- g) Understand issues relating to the organisation, ordering and funding of resources, including supporting and understanding a curriculum led financial plan;
- h) Plan an annual budget and monitor spending throughout the year;
- i) Identify longer term needs and bid for development monies when appropriate.

8. Strengthening Community

- a) Support the aims and ethos of the school exemplified in our school values;
- b) Set a good example in terms of dress, punctuality and attendance;
- c) Attend and participate in open events and pupil performances;
- d) Uphold the school's behaviour code and uniform regulations;
- e) Take responsibility for your own professional development and participate in staff training;
- f) Develop links with governors, DLPT, Trust schools and other neighbouring schools;

9. Strengthening the Academy

- a) To share a responsibility for representing the Academy at public events.
- b) Ensure positive strategies challenge racial and all other prejudices.
- c) Collaborate with other partners and agencies to ensure pupil and community needs are met.
- d) Create and maintain effective relationships with parents to support and improve pupils' achievements and personal development.
- e) Develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities.
- f) Ensure a school culture that takes account of the richness and diversity within the school community.
- g) Actively promote the school as a centre of excellence for education and families in the local community.

10. Meetings

- a) Hold regular meetings as indicated on the meetings schedule ensuring that an agenda is circulated in advance and outcomes are published;
- b) Provide opportunities for staff and students to discuss and reflect on aspects of Quality Assurance at the academy e.g. Quality of Education etc.
- c) Ensure that information is communicated to LGB/SLT etc when appropriate.

11. Other specific duties

- a) Have full regard to all aspects of the Academy's Health and Safety policy and secure appropriate practice in those areas for which responsibility is held;
- b) Safeguard and promote the well-being of students and staff in all aspects of the performance of this role;
- c) Follow Safeguarding procedures and policy and other agreed procedures;
- d) Undertake such other duties as the Executive Leadership Team/Co- Head Teachers may reasonably require;
- e) Ensure that all responsibilities under the Data Protection Act 1998 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.