

Isca Academy – Job Description

Post: Assistant Headteacher (Narrowing the Gap)

Line Manager: Senior Deputy Headteacher

CONDITIONS

As defined in the School Teachers Conditions of Service Document, Trust and Academy policy documents. The post holder will lead and manage specific Curriculum Leaders, supported by the Senior Deputy Headteacher through line management.

KEY PURPOSE

- Lead on whole school strategies to close the attainment and progress gaps for Disadvantaged students
- Closely monitor and review the attainment and progress of disadvantaged students across all year groups
- Lead the development of creative, innovative and engaging approaches to supporting Disadvantaged Students
- Keep up to date with key research on how to effectively support disadvantaged students and feed this back to the Academy Leadership Team
- Oversee and manage the effective allocation of Pupil Premium funding
- Produce the annual pupil premium statement to account for the Academy's use of Pupil Premium funding across the previous academic year and produce a strategic plan for the following three years.
- Lead the development of strategies which are particularly effective in supporting the learning of vulnerable students and those who are disadvantaged
- Work with the Assistant Headteacher for Teaching and Learning to ensure that whole school pedagogical approaches are the most appropriate for supporting disadvantaged students
- Work with the Deputy Headteacher for Inclusion to ensure a system of early identification and intervention is embedded to support disadvantaged students
- Oversee a literacy catch-up programme for identified students and continually monitor its impact
- Work with the Assistant Headteacher (English) to oversee an effective whole school reading strategy to support all learners, including those who are vulnerable or disadvantaged
- Work with the Senior Deputy Headteacher on the development of an inspiring, innovative and engaging curriculum that accounts for the needs of all students
- Provide strategic leadership of the Academy Priorities as a member of the Academy Leadership Team – See also the leadership expectations.

OBJECTIVES

- Ensure the effective implementation of whole school strategies to support disadvantaged students
- Promote and provide a clear direction for the staff who you manage, within the context of the school vision in order to contribute to whole school improvement.
- Promote positive attitudes to learning across the school and provide a clear and consistent framework so that students are equipped and able to access all subjects.
- Ensure there is a consistency of practice across the Academy with regards to Academy policies and procedures, maintaining high expectations of all students in terms of academic success and behaviour.
- Develop (in partnership with other Trust Schools) an ambitious, challenging and high-quality curriculum, assessment plan and pedagogical approaches, maximising student outcomes year on year.

MAIN AREAS OF RESPONSIBILITY

- Development of an effective whole school culture and intervention strategy so that outcomes for disadvantaged students improve
- Implement an effective pupil premium strategy that is endorsed by staff, students and parents / carers;
- Rigorous data rich monitoring of whole-academy standards for teaching, learning and assessment;
- Lead on the strategy for Literacy and Numeracy intervention (including a whole school reading strategy)
- Ensure effective use of whole school CAT4, NGRT and phonics screening data, to support key student groups
- Contribute to whole school policy development at Senior Leadership level;
- Inspire and engage staff and students in the vision for the Academy;
- Ensure an outstanding learning environment which is engaging for all learners;
- Communicate effectively and relate positively to all stakeholders;
- Line management of specific curriculum leaders as directed
- Ensuring the smooth day-to-day organisation and operation of the school.

KEY TASKS

Strategic Leadership:

- Assist the Headteacher in the overall leadership and management of Isca Academy as a member of the Academy's Leadership Team;
- Assist the Headteacher in the formulation of the School Improvement Plan (SIP), taking account of the agreed priorities of the Academy and how these link with national and local initiatives;
- Assist the Senior Deputy Headteacher in curriculum development, strategic leadership, management and operational development of the Academy;
- Clearly articulate and model the schools' vision and strategic direction, developing and implementing coherent operational plans which promote and sustain continuous academy improvement;

- Contribute to the development of whole school policy; and
- Monitor and evaluate the quality and impact of all areas of responsibility within the Academy and report on it to SLT, Governors, our Trust Board, the LA and Ofsted, as required.

Strengthening Community

- Work with the Senior Leadership Team to collaborate with other schools and organisation's in order to share expertise and bring positive benefits to ours and other schools; and
- Work collaboratively with the Senior Leadership Team at both strategic and operational levels with parents / carers and across multiple agencies for the wellbeing of all children.

Operational

- Develop policies that promote effective practices to improve outcomes for disadvantaged students
- Support school wide Quality Assurance processes through effective line management;
- Assist the Senior Deputy Headteacher to oversee the development of the curriculum;
- Work with other members of the Academy Leadership team to formulate aims, objectives and strategic plans for supporting disadvantaged students both academically and pastorally, reflecting the needs of the Academy;
- Keep up-to-date with national developments in the teaching, learning and curriculum area and attend relevant training;
- Support with the analysis of teaching, learning and assessment data and action plan accordingly;
- Identify teachers' professional development needs facilitating and leading training as required.

Personnel Management

- Support the implementation of the vision for teaching, learning and assessment within the Academy;
- Lead, and manage allocated curriculum leaders;
- Guide and motivate the middle leadership team, addressing any training and development needs;
- Undertake staff planning for success meetings, as required;
- Provide personal professional guidance to colleagues with the aim of securing the highest quality teaching and support for students with additional needs;
- Identify training and development needs of all staff and support development within the financial parameters of the budget;
- Participate in the recruitment of personnel and ensure the effective induction of new staff;
- Provide related professional guidance, training and support to south west teacher training students and itt students from other training establishments as required;
- Promote and maintain good communication with all stakeholders, including external agencies;
- Coach and develop staff, providing training as appropriate; and

- Set stretching targets for the academy with a focus on narrowing any attainment and progress gaps.

Accommodation and Resources

- Manage any delegated budgets efficiently and effectively, ensuring value for money;
- Ensure health and safety practices, including risk assessments, are in line with academy policy; and
- Assess risks to ensure a safe working and learning environment.

Knowledge and Skills

- Keep up-to-date with national and local developments regarding all aspects of your role, including the latest teaching practice/methodology and leadership initiatives;
- Keep up-to-date with developments in the use of comparative data; and
- Continue to develop your own professional development, proactively engaging with cpd opportunities and remaining widely read.

Quality Assurance

- Establish and reinforce the agreed standards of excellent practice across the Academy;
- Monitor and evaluate performance against Academy, local and national performance indicators;
- Monitor the quality of teaching, learning and assessment in line with the requirements of self-evaluation and the School Improvement Plan (SIP).

Meetings - Attendance at:

- Senior Leadership Team and Extended Leadership Team meetings;
- TWT Network Meetings;
- Relevant Team Leader meetings;
- Governor /Trustee meetings, on request.

Other Duties

Every member of the teaching staff, regardless of other responsibilities, has a main role as classroom teacher. The principal duties include:

- Ensure exceptionally high standards across the Academy in relation to our agreed standards and consistencies, e.g. Uniform, behaviour, teaching and learning;
- Prepare and deliver lessons which follow the agreed Schemes of Work and plan effective scaffolding to meet the needs of the individual students in your class;
- Assess, monitor and report students' attainment and progress according to departmental, Academy and Trust policy;
- Record and use data on students prior and on-going performance/learning characteristics to inform effective target setting and lesson planning and to enable students to fulfil their potential;
- Contribute to all developmental and organisational priorities within the Departmental Improvement Plan;
- Maintain good order and discipline among students, safeguarding their health and safety both on the Academy site and when engaged in authorised activities elsewhere;
- Share and support the whole school responsibilities for providing opportunities for the personal and social development of students;

- Follow all Trust, Academy and departmental policies and procedures;
- Ensure the HOD in your subject area is kept informed of issues which could lead to student under-performance;
- Ensure the Inclusion staff are able to effectively fulfil their role in supporting the learning of students; and
- Attend Academy events as requested, e.g. Concerts and community events.

The above responsibilities are subject to review and may be modified in the light of personal or professional development needs and changing Academy priorities and needs.

All staff have a responsibility for promoting and safeguarding the welfare of the children that they are responsible for or come into contact with.

Other Information

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and Academy Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements.
- This post is based at Isca Academy, but the post holder may be required to move their base to any other location within the Trust upon request.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

Isca Academy: Person Specification Assistant Headteacher (Disadvantaged Students)

ESSENTIAL	DESIRABLE	How Assessed*		
		AF	R	I
<p>Experience</p> <p>Experience of teaching in a state comprehensive school.</p> <p>Experience of contributing to and delivering strategies to raise progress and achievement.</p> <p>Experience of monitoring and evaluating performance and of using data to inform school improvement and ultimately improving student outcomes.</p> <p>Delivering whole school CPD</p> <p>Experience of leading a department or whole school area of responsibility.</p>	<p>Experience of precision coaching.</p> <p>Experience of senior leadership</p>	X	X	X
<p>Qualifications and training</p> <p>Qualified teacher status.</p> <p>Educated to degree level – in the specialist area you teach.</p>	<p>Further qualifications relevant to the role such as an NPQ Masters Level Study</p>	X		X
<p>Skills</p> <p>A gifted leader with a proven track record of leadership impact.</p> <p>A gifted teacher with the ability to teach in an exciting and engaging manner.</p> <p>Excellent planning skills.</p> <p>Excellent inter-personal skills.</p> <p>Proven ability to sustain positive relationships with staff, students and parents.</p> <p>Thorough grasp of data, including analysing data and using this effectively to improve student outcomes.</p> <p>Excellent ICT skills to support teaching and learning.</p> <p>Excellent organisation, prioritisation and time management skills</p> <p>Meets all relevant national teaching standards.</p> <p>Good understanding of the National Curriculum and GCSE assessment requirements.</p> <p>Ability to plan and scaffold schemes of learning to challenge and inspire young people.</p> <p>Strategic thinking.</p>	<p>The ability to consider, plan and deliver strategic goals to achieve impact.</p>	X	X	X
<p>Qualities</p> <p>Excellent communicator both orally and in writing.</p> <p>A team player.</p> <p>Energetic and committed.</p> <p>Ability to work under pressure.</p> <p>High level of integrity.</p> <p>Positive role model.</p> <p>Commitment to education as a tool for improving the life chances of children.</p> <p>Proven commitment to a safe school culture.</p> <p>Commitment to an inclusive and child-centred approach to education.</p>	<p>Keen to develop further by full participation in CPD, often leading CPD for others.</p> <p>Ambition for future leadership development to Deputy Headteacher and beyond.</p>	X	X	X
<p>Must pass <i>all</i> relevant safeguarding of children checks</p>	<p>DBS checks, self-declaration and interview</p>			

*AF= Application Form; R= References; I= Interview