

IXWORTH HIGH SCHOOL JOB DESCRIPTION

ASSISTANT HEADTEACHER (Pastoral)

Line Managers job title:	Headteacher
Salary:	Leadership Salary Scale Points 9-10
Tenure:	Permanent
Contract type:	52 weeks
% of FTE	100%

THE POST

This post plays a crucial role in ensuring that Ixworth High School becomes an outstanding school. The Assistant Headteacher will work alongside the Headteacher and Deputy Headteachers in defining, articulating and implementing the shared vision and values of the school through effective communication and engagement with all stakeholders.

The Assistant Headteacher will demonstrate outstanding leadership skills working with the Headteacher on the implementation of behaviour and attitudes, safeguarding and attendance to ensure the provision of a high-quality education for all our students.

Ixworth High School is a member of the Sapientia Education Trust (SET).

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

This post is offered on a full time, permanent basis.

Qualified to degree level.	Essential
Qualified Teacher Status.	Essential
Professional Development in preparation for Headship, NPQH or equivalent.	Desirable

Experience

Experience of being a member of SLT	Desirable
A proven track record of outstanding teaching and learning including excellent knowledge of strategies for raising achievement and achieving excellence.	Essential
Proven recent successful middle or senior leadership in the UK that motivates, challenges and develops students and staff and includes excellent knowledge of how to build and sustain a learning community.	Essential
Working productively with parents, governors and the wider community.	Essential
An understanding of 11-16 curriculum issues and planning.	Essential
Successful systems to monitor and evaluate schools' performances.	Essential
An understanding of staffing models and staff recruitment.	Essential
Managing performance of staff and understanding the relationship between CPD and sustained school improvement.	Essential
Strategic planning processes including leading change, creativity and innovation.	Essential
Strategic financial planning, budgetary management and principles of best value.	Desirable
Working cooperatively with other schools in partnership.	Desirable

Skills

Lead, inspire, challenge and empower teams / individuals to perform outstandingly.	Essential
Demonstrate personal and professional integrity and an ability to model the values and vision of the school.	Essential
Excellent communication skills with a range of audiences.	Essential
Think strategically, build and communicate a coherent vision in a range of compelling ways.	Essential
Emotional resilience in working through challenges.	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children.	Essential
Demonstrate personal enthusiasm for and commitment to the learning process including a capacity for sustained hard work with energy and enthusiasm.	Essential
Give and receive effective feedback and act to improve personal performance.	Essential
Excellent skills of collaboration and networking for the benefit of pupils.	Desirable
Demonstrate 'political' insight and anticipate trends.	Desirable

Personal Attributes

Passionate about education and educational issues.	Essential
Constant drive for improvement.	Essential
Ability and energy to inspire the best in others.	Essential
Exceptional personal integrity and character.	Essential
Evidence of commitment to significant continuous professional development.	Essential
Culturally agile and adaptable.	Essential
Personal confidence, determination and resilience.	Essential
Personal impact and presence.	Essential
Displays sensitivity.	Essential
Sense of humour and approachability.	Essential
Keen for the potential of further career development.	Desirable
Both a team player and a leader.	Essential
Displays emotional resilience.	Essential

SPECIFIC RESPONSIBILITIES WILL INCLUDE:

- To be the Designated Safeguarding Lead (DSL);
- Responsibility for day to day standards: Behaviour for learning, safeguarding and attendance, establishing a strongly school culture;
- To foster strong professional relationship and use intelligent processes to monitor and continually improve student achievement, behaviour and attendance;
- Responsibility for effective relationships in supporting student progress with a focus on attendance and punctuality and anti-bullying;
- Be held accountable for exclusion, attendance and behaviour across the school and the reporting of relevant data to the Headteacher, Trust and Trustees;
- Designated teacher for Children in Care and CAF/TAF coordinator;
- Lead and manage the pastoral team, both teaching and non-teaching staff, ensuring prompt and effective communication with all stakeholders;
- Responsibility for Ofsted compliance with regards behaviour and attitudes, safeguarding and attendance.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

REMUNERATION

This post is paid on the Leadership Scale Points 9-10.

All payments are pensionable under the Teachers' Pension Scheme.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.