

TEACHING STAFF

JOB DESCRIPTION

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| ROLE TITLE | Assistant Headteacher |
| CONTRACTED HOURS | Full time |
| LOCATION | Newmarket Academy |
| GRADE / SCALE POINT – SALARY | L12-16 |
| REPORTING TO | Headteacher / Deputy Headteacher |

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

JOB PURPOSE

To actively pursue the agreed aims of the school and wider Trust, maintaining an outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner. There is an expectation all staff colleagues will secure a good or better education for all pupils and the continuous improvement of teaching and learning in the school.

Responsibilities:

- Lead personal development and belonging across the school and community: student leadership, careers, extracurricular opportunities, working with our parent association and enhancing our already strong links with organisations and other schools across the town
- Strategically lead attendance and be committed to working in partnership.
- Support the Headteacher in delivery of the school vision, for all students.
- Manage and motivate members of the school team, including teaching and support staff.
- Be committed to developing high standards of teaching and learning and the professional development of staff needed to achieve this.
- Have high expectations that motivate, support and challenge teachers and students alike.
- Have excellent communication skills.

KEY TASKS & RESPONSIBILITIES

Qualities and knowledge

Under the direction of the Headteacher / Deputy Headteacher:

- Support with the day-to-day management of the school, expecting and ensuring the highest standards in all areas
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs

Pupils and Staff

Under the direction of the Headteacher / Deputy Headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice

- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

Systems and processes

Under the direction of the Headteacher / Deputy Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

The self-improving school system

Under the direction of the Headteacher / Deputy Headteacher:

- Create and outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

PERSON SPECIFICATION

| Criteria | Qualities |
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| Qualifications and training | <ul style="list-style-type: none"> • Qualified Teacher Status • Degree (second class honours or higher) • Professional development in preparation for a leadership role (NPQH) |
| Experience | <ul style="list-style-type: none"> • Successful leadership and management experience in a school • Teaching specialist subject(s) with significant impact on student outcomes • Involvement in school self-evaluation and development planning • Line management of middle leaders • Leading staff development • Leading impactful whole-school developments • Leadership during external inspections/reviews |
| Skills and knowledge | <ul style="list-style-type: none"> • The ability to analyse performance data and identify underperforming students, classes, cohorts and contextual groups • The ability to identify interventions to impact positively on students' academic performance • The ability to drive improvement in standards across the school • Understanding of high-quality teaching and learning for others • The ability to support others to improve teaching and learning • Understanding of inclusive education • Understanding of curriculum design and implementation • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Comprehensive knowledge of the Ofsted framework • Keeps abreast of the latest thinking in education |
| Personal qualities | <ul style="list-style-type: none"> • Provide an outstanding role model for others • High expectations of self and others • Resilient, positive-thinking and enthusiastic • Commitment for all staff and students to 'be the best they can be' |

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| | <ul style="list-style-type: none">• Determination for getting the best outcomes for all students• Commitment to the ethos and values of the school• Hard-working and prepared to 'go the extra mile'• Ability to work under pressure and prioritise effectively• Commitment to safeguarding and equality• Team player with an ability to support colleagues |
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