

Job Title: Assistant Headteacher (Personal Development)	Pay Scale: L16-20
Normal Place of Work: The Priory Ruskin Academy	Line Manager: Headteacher
Role Summary: To carry out the duties of Senior Leader in accordance with the Teachers' Pay and Conditions Act and other relevant statutory provisions.	

DUTIES AND RESPONSIBILITIES

- To lead sustainable and scalable improvements, raising standards for all groups of students
- To foster and champion a culture of high expectations and academic excellence
- To support the Headteacher in visible leadership
- To demonstrate a keen understanding of the current educational landscape, considering its application to the context of the academy and analysing the impact of any strategies implemented
- To be responsible for all aspects of the SEF pertaining to Personal Development, including Personal Development in the Sixth Form, comprising:
 - Leading the Personal Development (PD) team in the construction, delivery and review of a coherent and dynamic PD curriculum, including the RSE curriculum
 - Quality assuring the work of the PD team and the delivery of the PD curriculum
 - Ensuring careers provision is informed by Gatsby benchmarks
 - Developing and reviewing the co-curriculum offer to ensure that the supra curriculum supports our intent and develops cultural capital
 - Ensuring students have meaningful opportunities to develop their sense of citizenship
 - Developing the talents and interests of all learners and promoting and that all students are stretched and challenged
 - Promoting and embedding the academy's values and ethos
- To represent and report to the Trust in matters pertaining to Personal Development
- To provide, where appropriate, support to colleagues across the southern hub and the wider trust on Personal Development through CPD and S2S support
- To lead the admissions arrangements, aptitude tests arrangements and appeals process
- To lead primary school liaison and liaison with the wider community
- To oversee the marketing of the academy, ensuring quality output in all forms of communication and representation

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

This generic job description applies to all Senior Leadership posts within the Trust. Specific responsibilities will be as discussed and agreed with the Academy Headteacher and confirmed within the appointment documentation.

DUTIES AND RESPONSIBILITIES

Shaping the Future

The Senior Leader will work to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of The Federation.

The Senior Leader will:

- Ensure the vision for the Academy is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the Academy to translate the vision into agreed objectives and operational plans which will promote and sustain the Academy's improvement.
- Demonstrate vision and values in everyday work and practice.
- Motivate and work with others to create a positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning and the Academy's culture and curriculum take account of the diversity, values and experience of the Academy and community at large.

Managing the Organisation

The Senior Leader will provide effective management of the Academy and seek continuously to improve organisational structures based on self-evaluation.

The Senior Leader will:

- Take responsibility for safeguarding and promoting the welfare of pupils, including the implementation of relevant policies.
- Create organisational structures which reflect the Academy's values and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the Academy and its facilities.

- Manage the Academy's financial and human resources effectively and efficiently to achieve the Academy's educational goals and priorities.
- Recruit, retain and deploy staff appropriately, in compliance with The Federation's Safeguarding Policy and guidance on Safer Recruitment.
- Motivate, challenge and support colleagues in the performance of their duties through the appropriate monitoring and evaluation systems.
- Encourage team working and contributions from all levels.
- Manage and organise the Academy's environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources are monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Ensure the Academy makes maximum use of technologies to effectively and efficiently manage and develop the Academy.

Leading Teaching and Learning

The Senior Leader has a central responsibility for raising the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture, which will impact on all pupils' achievement.

The Senior Leader will:

- Ensure a consistent and continuous Academy-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every student's learning.
- Identify pupil's additional needs and ensure that appropriate provision is made to meet these needs.
- Ensure that learning is at the centre of strategic planning and resource management.
- Sustain creative, responsive and effective approaches to learning and teaching, including harnessing of new technologies.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole Academy to ensure students achieve and progress.
- Implement strategies which secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and continue to develop and implement Assessment for Learning.
- Develop and implement the personalised learning pathways initiative.

- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels, and ensure action is taken to secure improvement.

Developing Self and Working with Others

Effective communication and relationships are key to effective leadership. The Senior Leader needs to build a professional learning community which enables others to achieve.

The Senior Leader will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive Academy culture.
- Build a collaborative learning culture within the Academy and actively engage with other education establishments to build effective learning communities.
- Develop and maintain effective strategies and procedures for professional development and performance management.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others.
- Regularly review own practice and achievements, set personal targets and take responsibility for own personal development. Take account of feedback from others.
- Manage own workload and that of others to allow an appropriate work/life balance.

Securing Accountability

With values at the heart of leadership, the Senior Leader has a responsibility to the whole Federation and is accountable to a range of groups, particularly students, parents, and Trustees.

The Senior Leader will:

- Fulfil commitments arising from contractual accountability to the Trustees.
- Develop an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation.
- Work with the Trustees (providing information, objective advice and support) to enable the Trust to meet its responsibilities for securing effective teaching and learning and improved standards of attainment and for achieving efficiency and value for money.

- Develop and present a coherent, understandable and accurate account of the Academy's performance to a range of audiences including Trustees, parents and carers.

Strengthening Community

The Senior Leader should engage with the internal and external partners to secure equity and collaborate strategically and operationally to bring positive benefits.

The Senior Leader will:

- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Build a Federation culture and curriculum which takes account of the richness and diversity of The Federation's communities.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families.
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the Academy to enhance and enrich the Academy and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other establishments and promoting innovative initiatives.
- Co-operate and work with relevant agencies to safeguard children.
- Promote the values of The Priory Federation of Academies Trust as set out in its mission and charter.

Key Responsibilities

Specific responsibilities will be as discussed and agreed with the Academy Headteacher and confirmed within the appointment documentation.

Generic Responsibilities

- Represent and promote Trust values internally and externally.
- Ensure that the Trust's internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver day to day duties consistently with the agreed service level.
- Actively promote and act, at all times in accordance with Trust policies, eg Health & Safety, Equal Opportunities and Safeguarding.
- Commit and contribute to improving standards for pupils as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

Person Specification – Assistant Headteacher

	Essential	Desirable	How assessed*
QUALIFICATIONS			
DfE recognised qualified teacher status.	✓		AF/Cert
Evidence of recent relevant continuing Professional Development.	✓		AF/Cert
Relevant postgraduate qualification.		✓	AF/Cert
KNOWLEDGE, UNDERSTANDING AND EXPERIENCE (UP TO DATE/ CURRENT)			
Recent experience as a Senior Leader.		✓	AF/IV
A proven track record of successful leadership within a school or within a department.	✓		AF/IV
Successful experience of raising attainment and achievement.	✓		AF/IV
Working productively with external partners and the local community.		✓	AF/IV
Successful teaching of pupils in the secondary phase.	✓		AF/IV
Knowledge and understanding of current issues and best practice including : <ul style="list-style-type: none"> • A clear educational vision • Comparative data and performance • Principles of effective teaching and assessment for learning • Strategies for fostering Academy improvement • Safeguarding children and young people. 	✓		AF/IV
PERSONAL AND PROFESSIONAL QUALITIES			
Strong personal motivation and drive.	✓		AF/IV
Good communication skills.	✓		AF/IV
Commitment to staff's and own personal and professional development.	✓		AF/IV
Commitment to a broad based curriculum that engenders positive attitudes to lifelong learning and promotes personal, social, academic, physical, cultural and spiritual development.	✓		AF/IV
High order analytical and problem solving skills and the ability to make informed judgements.	✓		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via test/work-related task

IV = Skill assessed via interview

Cert = Certificate checked at interview

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....

Please sign and return one copy of the Job Description