



## Job Description – Assistant Headteacher

### Trust Vision Statement

Ambition · Aspiration · Excellence

The John Milton Academy Trust (Company number 10298832) was incorporated on 26th July 2016. Prior to this, founding schools of the Trust operated as part of the Stowupland Pyramid, providing education to young people from the ages of 4 – 18. JMAT presently operates through four strategic sites: Bacton Primary, Cedars Park, Mendlesham Primary and Stowupland High Schools.

All partners have a passionate belief in developing and nurturing the aspirations of their learning communities and in securing excellence in all aspects of their work.

### The Trust aims to fulfil its vision by:

- Providing the **highest quality of educational experiences** so that all learners can secure the **highest possible outcomes**. We want them to become **inquiring, knowledgeable, resilient** and **caring** young people with the ability to contribute to the world in which they live;
- Offering an **inclusive** and **personalised** approach to learning. We will promote **equality** and develop the sense of community and worth which is vital for personal growth and development;
- Fostering **creativity and innovation** in both staff and students. There is an investment in professional development for staff so that students can benefit from new ideas and strategies. Equally, learners themselves are encouraged to become **independent** and to be **enterprising** and **entrepreneurial** in their approach;
- Demonstrating an unrelenting commitment to **collaboration**. We recognise and celebrate our diversity whilst working together to create a physical, intellectual and emotional environment where all partners can thrive and pursue the Trust's vision of aspiration and excellence.

<b>Job-title</b>	Assistant Headteacher (Primary)
<b>Grading/Salary:</b>	Leadership Scale: <b>L1 – L5</b>
<b>Accountable to:</b>	Executive Headteacher / Headteacher
<b>Location:</b>	Trust-wide

*The John Milton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff across all sites to share this commitment*

### PROFESSIONAL EXPECTATIONS

All staff, including the Assistant Headteacher, are expected to accept, abide by, and promote the professional expectations and procedures of the Trust and school and are expected to adhere to, and actively support, all Trust and school policies, including the scheme of delegation.

Also, in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers. The Assistant Headteacher will report to and work with the Executive Headteacher / Headteacher to achieve all aspects outlined within this job description. The role of Assistant Headteacher also includes a teaching commitment and two areas of whole school responsibility.

All staff must undergo a Disclosure and Barring check and Safeguarding training prior to appointment.

## CORE PURPOSE

The purpose of the post of the Assistant Head, along with all other posts in the Trust, is to advance education for public benefit.

The Assistant Head will support the Executive Headteacher / Headteacher in developing the highest possible educational standards at the school and creating a culture and ethos based on high professional expectations, positive thinking and mutual respect.

## STRATEGIC RESPONSIBILITIES

Operating in line with Trust policy and procedure, the Assistant Head will be expected:

- To support the Executive Headteacher / Headteacher in developing and implementing the agreed School Improvement and Development Plan
- To ensure that curriculum intent and implementation is of the highest possible standard and leads to strong outcomes for all groups of pupils
- To support the operational efficiency, effectiveness and safety of the school on a day-to-day basis, including arrangements for behaviour, safeguarding, SEND and vulnerable learners and responsibility for the key areas of whole-school working (to be agreed with the leadership team)

## PRINCIPAL RESPONSIBILITIES AND TASKS

In order to support the professional development of the Assistant Head, the following headings are based on the National Standards for Headship

### A. Shaping the Future

**The Assistant Head will:**

- Understand, contribute to, and promote, both the Trust and the school's vision and values through personal work and teaching practice
- Secure the understanding and commitment of all members of the school community to the direction of travel and particularly those holding posts of responsibility
- Work alongside the Executive Headteacher / Headteacher to promote creativity, innovation and appropriate use of technologies to achieve excellence

### B. Leading Learning and Teaching

**The Assistant Head will:**

- Demonstrate the principles and practice of effective learning and teaching to an exceptional standard through personal classroom teaching (contact time will be dependent on context)
- Initiate and support research and debate about learning and teaching with the EHT / HT
- Support the EHT / HT to develop relevant strategies for improvement across the school, including the implementation of monitoring and evaluation schedules
- Lead two areas of whole school responsibility

### C. Developing Self and Working with Others

**The Assistant Head will:**

- Work with internal and external partners (Trust, HLT, PiXL) supported by the Executive Headteacher / Headteacher for the benefit of the school and its learners
- Identify the training needs of self and others and discuss these with EHT / HT
- Support the EHT / HT to identify need and arrange coaching for colleagues in order to secure good and better teaching consistently across the school in line with Trust CPD approaches
- Ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to improve the quality of education for all children and provide value for money

## D. Shaping the Organisation

### The Assistant Head will:

- Contribute to School Improvement Planning with the EHT / HT
- Inform the EHT / HT of concerns regarding the management the workload of staff
- Support the EHT /HT to manage and organise the school environment efficiently and effectively in liaison with designated school leads and ensure that the environment meets the needs of the curriculum
- Exemplify the application of agreed policies, priorities and expectations
- Provide a role model for others in order to motivate and create a shared culture and positive atmosphere
- Contribute to rigorous self-evaluation

## E. Securing Accountability

### The Assistant Head will:

- Support the EHT / HT in the development of the culture of accountability within the school so that all staff strive for excellence in their own practice
- Develop an ethos in line with the Trust's vision which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Support the EHT / HT in securing school improvement through performance management
- Work with the Trust and EHT / HT to set realistic yet challenging targets for all children

## F. Strengthening Community

### The Assistant Head will:

- Support the EHT / HT to build a culture and curriculum, within the context of the Trust's vision, which takes into account the need for pupils to experience richness and diversity of local and wider communities
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the children's experiences, in line with published plans and discussions with the Executive Headteacher / Headteacher
- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of children and their families in line with Trust policies
- Maintain and develop effective partnerships with parents and carers to support and improve children's achievement and personal development
- Ensure, and contribute to, a high quality website, newsletters and informative documents for stakeholders, line with Trust guidelines
- Contribute to Trust developments and publications as requested (eg Annual Review or competitions)

## ADDITIONAL RESPONSIBILITIES

- **Maintain a high profile on the school site and act as an ambassador for the Trust**
- **Support all Trust staff to carry out their duties on the school site where required. Highlight any areas of concern regarding premises, H&S, safeguarding etc to the EHT / HT or relevant Trust team using the reporting systems available**

### NOTE:

This job description outlines the main accountabilities relating to the post, but may not describe in detail all the tasks required to carry them out. It should be read as an addition to the requirements of a class teacher's job description. It will be reviewed annually and may be amended, after consultation, to reflect the changing needs of the school or the Trust.

## Person Specification

Criteria		Essential / Desirable
<b>Qualifications and Professional Development</b>	<ul style="list-style-type: none"> <li>● Qualified Teacher Status</li> <li>● Evidence of Continuing Professional Development relating to school leadership /curriculum development</li> </ul>	E E
<b>Teaching and Management Experience</b>	<ul style="list-style-type: none"> <li>● Successful leadership experience</li> <li>● Successful teaching experience within the EYFS /Primary age range</li> <li>● At least 3 years' teaching experience</li> <li>● Experience teaching in more than one school</li> <li>● Successfully coordinated at least one core curriculum area</li> <li>● Experience of working with other schools, organisations or agencies</li> <li>● Experience of whole-school responsibility – e.g. subject leadership, safeguarding, SEN, behaviour</li> </ul>	D E E D E E D
<b>Teaching and Management Skills</b>	<ul style="list-style-type: none"> <li>● Lesson observations show that your teaching is consistently outstanding</li> <li>● Successfully led and evaluated whole school initiatives for school improvement</li> <li>● Ability to inspire and motivate all stakeholders</li> <li>● Ability to work well with parents</li> <li>● Understanding of, and commitment to, safeguarding the welfare of all pupils</li> <li>● Have experience of developing the curriculum and approaches to teaching in order to support high levels of progress and positive learning experiences</li> <li>● Have the qualities, skills and confidence to deputise fully for the Executive Headteacher</li> <li>● Have experience of using effective methods of communication, consultation and dissemination</li> <li>● Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams</li> <li>● Ability to analyse and use pupil data on attainment and progress to raise standards</li> <li>● Secure knowledge of the Ofsted Framework</li> <li>● Understand the principles of effective teaching and learning</li> <li>● Ability to work well with Local Board Members</li> <li>● Has organised and/or delivered whole school training</li> <li>● Has managed other staff</li> <li>● Have successful experience of change management</li> <li>● Have experience of leading, managing and developing teams</li> </ul>	D D E E E D E E E E E D D D D D D
<b>Managing Resources</b>	<ul style="list-style-type: none"> <li>● Understanding of managing budgets</li> <li>● Ability to manage, monitor and review available resources, ensuring value for money</li> <li>● Experience of deploying staff</li> </ul>	D D D
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>● Strong commitment to raising standards</li> <li>● High expectations of self and others</li> <li>● Ability to establish and maintain positive relationships, including with parents</li> <li>● Ability to remain positive and enthusiastic, including when under pressure</li> <li>● Good communication skills</li> <li>● Empathy with children</li> <li>● Effective computing skills for both teaching and management</li> </ul>	E E E E E E D