



JOB DESCRIPTION

Job Description

Job Title:	Assistant Headteacher – Quality of Education		
Location:	Benfield School	Pay range:	L11-L15
Date:	November 2022	Status:	
Responsible to:	Deputy Headteacher – Quality of Education		
Responsible for	Supporting the DHT Quality of Education in all aspects involving: Learning walks Lesson planning AfL Coaching Book Looks Live Marking Lesson Structure Depth of pedagogy for all staff Formative Assessment Summative Assessment Analysing data Data directed instruction Sequential planning Expert Questioning		
Job Purpose	To ensure all areas within the Quality of Education are at least good, all pupils reach their full potential at the end of KS4 from KS2 data, all pupils receive outstanding teaching, KS3 curriculum is broad, rich with experiences, relevant and meaningful. Staff receive an outstanding CPD package, all teachers readily share their outstanding practice, staff use research to enhance their role, coaching is a strength of the school, and staff all moderate and standardise work with fluency.		

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

General

1. To carry out the professional duties of an Assistant Head Teacher as set out in the School Teachers' Pay and Conditions Document.
2. As a member of the academy's Senior Leadership Team, to ensure the effective day-to-day management of the school and lead, motivate and inspire students, staff, parents and the wider community.

Educational leadership and management

1. Contribute to the School's self-evaluation and the development, implementation and evaluation of appropriate school improvement strategies and plans by working collaboratively with the Principal, other senior leaders, local governors and the trust's Chief Executive Officer.
2. Support professional leadership of the school curriculum and proactively interrogate quantitative and qualitative progress data, taking appropriate action to ensure aspirational pupil outcomes for progress/attainment are achieved. Ensure there is effective and timely reporting to and engagement with parents and learners.
3. In conjunction with the Headteacher and Deputy Headteacher – Quality of Education, and the Deputy Headteacher – Quality of Behaviour, Attendance and Attitudes, monitor the quality of teaching as evidenced by classroom practice and pupil work. Lead all staff, particularly UPS staff in the sharing of good practice in supporting colleagues to improve.
4. Contribute to the development, delivery and monitoring of strategies to improve progress of all pupils and sub-groups, including more able , those that attract pupil premium and those with additional needs.
5. In conjunction with the Headteacher and Deputy Headteacher – Quality of Education, and the Deputy Headteacher – Quality of Behaviour, Attendance and Attitudes, lead the development and implementation of an ambitious curriculum throughout the School that meets the needs of and ensures positive outcomes for all pupils.

Strategic leadership and management

As a member of the School's Senior Leadership Team and as a senior leader within the trust:

1. Work with all stakeholders to develop a strategic vision for the School and a positive school ethos and culture.
2. Lead and manage the School in partnership with colleagues, local governors and the trust.

3. Develop, plan and deliver short-term and medium-term aims and objectives for the School within the context of the trust's longer-term vision and strategic plan.
4. Develop, review and evaluate the impact of School-wide policies and ensure these translate into effective practice.
5. Promote and develop the values of NEAT within the academy.
6. Contribute professionally to the broader NEAT agenda including the development, delivery and evaluation of trust-wide priorities and plans and working collaboratively with other academies and schools.
7. Support the Deputy Headteacher in all aspects of the Quality of Education, accepting to take a lead to enhance own CPD where applicable and always agreed primarily with the Headteacher.

Curriculum and resource management

1. Contribute to the development of a curriculum offer from Key Stage 3 to Key Stage 4 that meets the needs of learners and enables high outcomes.
2. Contribute to curriculum modelling and planning to ensure the School's needs are proactively identified and can be managed within the academy's constraints.

People leadership and management

1. Develop and maintain a culture of working together and collective responsibility to achieve high standards throughout the School and the trust.
2. Manage the performance of colleagues who directly report to this post and ensure that staff receive appropriate recognition, support, development and challenge to achieve those high standards.
3. Promote a climate of reflective practice and professional development that enables all staff to achieve their best. Contribute to and participate in shared CPD arrangements across NEAT.
4. Support the development of capacity and skills within the School's middle leadership team.

Parental, community and sector engagement

As a member of the School's Senior Leadership Team:

1. Develop strong and effective partnerships with parents and carers.
2. Create proactive links with the community including, for example, businesses, feeder schools, other local schools, local community groups and religious organisations.
3. Take an active role in developing networks across the education sector including other secondary schools and multi academy trusts.

Trust responsibilities

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.