

**St. Mary’s Academy Trust**

**Assistant Headteacher**

 **Application Pack**

**A Message from St Mary’s Academy Trust.**

St. Mary’s Academy Trust are seeking to appoint an Assistant Headteacher at Queens Road Academy, Barnsley.

St Mary’s Academy Trust is a successful, nine school, multi-Academy Trust where children are at the absolute centre of everything we do.

We have high standards and expect the best from all our pupils and ourselves. Children have one chance at their education, and we aim to give them every opportunity to fulfil their potential combined with a thirst for learning that continues throughout their future school and life experiences.

We provide our pupils with the aspirations to be the best they can be and to do so we give them the firm foundations of academic success combined with a love of sport and the arts. At the core of this, we aim to instill the qualities that will send them out into the world as well-rounded citizens. By providing a broad and balanced curriculum for all our children, we are able to recognise and develop individual talents and interests.

Our vision is for our school to be an outstanding educational institution that enables academic, social, spiritual, physical and emotional excellence and is the heart and hub of the local community.

The successful candidate will play a significant part in the school’s future success, developing our curriculum offer for children, innovating and collaborating with colleagues to model and develop best practice in pedagogical approaches and lead on the delivery of continued professional development. We work alongside parents, governors, and the wider community to provide a creative, balanced and inspiring curriculum.

As part of St Mary’s Academy Trust, you will have opportunities to collaborate with colleagues from the other Trust schools and the central educational team of the Trust, as well as having many opportunities for your own professional development and training.

We are looking for an outstanding individual to join our leadership team. This is an exciting opportunity for an experienced or aspiring senior leader seeking to take the next step in their career.

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|  | Text  Description automatically generated with medium confidence***Job Description*** |  |
| **POST TITLE: Assistant Head**  |
| **POST REFERENCE NO:** | **GRADE: L2 to L8** |
| **RESPONSIBLE TO: The Headteacher/Executive Headteacher** |
| **EMPLOYEE SUPERVISION:**  |
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| **DATE AGREED:** | **BY WHOM:** |
| **PURPOSE OF THE JOB**To lead the development of the curriculum and teaching and learning across the school, to ensure that all lessons are of a high quality and engage pupils in their learning so that they make excellent progress.Carry out the duties of this post in line with the remit outlined in the current School Teachers’ Pay and Conditions Document including the conditions of employment for Assistant Headteachers and the school’s own policy.Under the overall direction of the Headteacher play a major role:* In formulating the aims and objectives of the school and establishing the policies through which they are to be achieved
* In being responsible for the standards and curriculum of all pupils including the monitoring of progress towards achievement
* In proactively managing staff and resources
* Take on the responsibilities of the Headteacher (short term) as agreed and appropriate in the absence of the Headteacher
* Carry out the professional duties of a teacher as required
* Take responsibility for child protection issues as appropriate
* Promote and safeguard the welfare of children and young people within school as appropriate
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| 1. **SHAPING THE FUTURE**
* Support the Headteacher, Trust and governors in establishing an ambitious vision and ethos for the future of the school
* Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities
* Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
* Lead by example to motivate and work with others
* In partnership with the Headteacher, lead by example when implementing and managing change initiatives
* Promote a culture of inclusion within the school community where all views are valued and taken into account
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| 1. **LEADING TEACHING AND LEARNING**
* Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
* Raise standards of teaching and learning and outcomes for pupils across school
* Work with the Headteacher to raise standards through staff performance management
* Assist with the development and delivery of training and support for staff in the areas of teaching and learning
* Lead the development and delivery of training and support for all staff
* Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
* Assist the senior leadership team in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
* Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure they are of a consistent high quality
* Ensure the systematic teaching of basic skills is consistently high across the school
* Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
* Evidence the impact of actions and developments across school
* Ensure through leading by example the active involvement of pupils and staff in their own learning
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| 1. **DEVELOPING SELF AND OTHERS**
* Support the development of collaborative approaches to learning within the school and beyond
* To develop and support middle leaders within school
* Support the induction of staff new to the school and those being trained within the school as appropriate
* To generate enthusiasm and foster the commitment to ongoing teaching development
* To plan and lead CPD for staff to improve standards of teaching and learning and improve outcomes for pupils. This will include working with teachers and other members of staff in the classroom, demonstrating techniques and coaching practice
* Act as an induction co-ordinator for NQTs, have responsibility for students on teaching practice and those undertaking work experience, as appropriate
* Participate in the selection and appointment of teaching and support staff as appropriate
* Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
* Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting as appropriate
* To gather and use latest research findings on effective teaching and learning and share those with staff
* Work with the senior leadership team in ensuring an appropriate programme of professional development for all staff, in line with the school development plan and performance management including coaching and mentoring as appropriate
* Lead the annual appraisal process for all identified support and teaching staff as required
* To foster a culture where teachers are prepared to try out new ideas, take appropriate risk for improvement and share practice with others
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| 1. **MANAGING THE ORGANISATION**
* Contribute to regular reviews of the school’s systems to ensure statutory requirements are being met
* Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
* To set up structures for peer collaboration and support to enhance and raise standards of teaching
* To maintain accurate records of lesson observation and monitoring to meet our target of 100% good or outstanding teaching
* To prepare and develop relevant action plans to develop the quality of teaching and the curriculum including differentiated CPD targets for staff
* As appropriate and under the leadership of the Headteacher, undertake activities related to professional, personnel/HR issues
* Manage HR and other leadership processes as appropriate e.g. sickness, absence, disciplinary, capability
* Be a proactive and effective member of the senior leadership team
* Contribute to the day-to-day effective organisation and running of the school
* To undertake other professional duties, reasonably delegated by the Headteacher
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| 1. **SECURING ACCOUNTABILITY**
* Support the staff and governing body in fulfilling their responsibilities with regard to the school’s performance
* Contribute to the reporting of the school’s performance, to the school’s community and partners
* Promote and protect the health and safety and welfare of pupils and staff
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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| 1. **STRENGTHENING COMMUNITY**
* Assist the senior leadership team in developing the policies and practice which promote inclusion, equality and the extended services that the school offers
* Develop and maintain contact with all specialist support services as appropriate
* Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
* Strengthen partnership and community working including the use of online environments as appropriate
* Promote positive relationships and work with colleagues across the Trust, in other schools and external agencies
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***Employee***

**Post Title: Assistant Head**

**Grade: L2 To L8**

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| **Criteria No** | **Attributes** | **Criteria** | **How Identified** | **Rank** |
| 1. | **Experience** | Be a proven outstanding classroom practitioner across more than one key stage or across more than one school  | A IPT R | Essential |
|  |  | Recent experience of working successfully as a senior or middle leader in a school | A R | Essential |
|  |  | Evidence of a whole school responsibility and experience of turning policy into effective and successful practice | A I PT R | Essential |
|  |  | Proven successful leadership of a core subject/curriculum development including responsibility for raising standards across the whole school | A IPT R  | Essential |
|  |  | Building and sustaining effective working relationships with staff, governors and parents in the wider community | A I R  | Essential |

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| 2. | **Education and Training Attainments** | Qualified teacher status  | D | Essential |
|  | Recent and continual professional development relevant to the post | D | Essential |
|  |  | National qualification for senior leadership – or willingness to undertake one | D/I | Desirable |
| 3. | **General and Special Knowledge** | A clear understanding of the essential qualities necessary for effective teaching and learning | A IPT R | Essential |
|  | Evidence of strong professional subject knowledge | A IPT R  | Essential |
|  | Ability to analyse data and pinpoint key issues, in order to inform staff regarding appropriate next steps | A I R  | Essential |
|  | Understanding of the Ofsted framework regarding the quality of education, behaviour and attitudes, personal development and leadership and management | A I PT | Essential |
|  |  | Ability to plan lessons effectively for all age phases | A IPT R  | Essential |
|  |  | Up to date knowledge of statutory regulations and guidance relating to the post  | A I R  | Desirable |

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| 4. | **Skills & Attributes** | Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement | A I R  | Essential |
|  | Review whole school systems to ensure the robust evaluation of school performance and actions to secure improvements | A IPT R  | Essential |
|  | Lead and manage a school team/s to successfully achieve agreed goals | A I R  | Essential |
|  | Be an effective team player that works collaboratively and effectively with others | A I R  | Essential |
|  | Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate) | A IPT R  | Essential |
|  | Communicate effectively to a wide range of different audiences (verbal and written using ICT as appropriate) | A I PT | Essential |
|  | Ability to manage time effectively and work to deadlines | A I R  |  Essential |
|  | Tenacity and commitment whilst working under pressure | A I R  | Essential |
|  | Demonstrate high quality teaching strategies | A IPT R  | Essential |
|  |  | Support, motivate and inspire both colleagues and pupils by leading through example | A IPT R  | Essential |
|  |  | Contribute effectively to the work of the Headteacher and senior leadership team | A I R  | Essential |
|  |  | Deal successfully with situations that may include tackling different situations and conflict resolution | A I R  | Essential |

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| 5. | **Commitment to** | Equality | A R  | Essential |
|  |  | High quality, stimulating learning environment | A IPT R  | Essential |
|  |  | Promoting the Trust’s and school’s vision and ethos | A IPT R  | Essential |
|  |  | Relating positively to and showing respect for all members of the school and wider community | A I R  | Essential |
|  |  | Ongoing relevant professional self-development | D I | Essential |
|  |  | Safeguarding and child protection | D A I | Essential |