

Salary:	Leadership Pay Scale L10-15
Responsible to:	Deputy Headteacher
Date of Job Description:	September 2023

Purpose of the Role:

- To work closely with the Headteacher as part of the Senior Leadership Team with the specific purpose of continuing to raise standards across the academy. The specific areas of responsibility will be determined by the skill set of the successful candidate. However, one key element of the successful candidate's duties will be to strengthen community relations and parental engagement.
- In line with the academy's 3-year Academy Improvement Plan, the role will also encompass the strategic leadership of specific projects detailed within this plan. These may change according to the priorities of the school.

Assistant Headteacher: (SEND & SEMH; Personalised Provision)

- Strategic lead and overall responsibility for SEND//LAC/Vulnerable admissions for the improvement and planning of associated sections of the Academy Improvement Plan.
- School QA and Self Evaluation; **SEND & SEMH Personalised Provision**.
- Strategic responsibility for sharing best practice in SEND areas and developing best practice in terms of teaching and learning for SEND.
- Strategic responsibility for the development of 'nurture provision' within Armfield Academy; PRIDE & Phoenix.
- Strategic responsibility and oversight of the NHS Mental Health professional(s); liaising with all aspects of the pastoral team and appropriate senior leaders appropriate to student referrals.
- To contribute to the work of the T & L team to create a professional development programme, which supports the development of quality first teaching that achieves best outcomes and is inclusive for all students with a focus on those with SEN and/or who are our most vulnerable students.

- To ensure effective liaison and communication between relevant agencies, in particular, 'Virtual Schools', social care and our in-house support mechanisms for LACs.
- To lead, manage and hold to account individuals as outlined in the academy's line management structure.

Main Tasks and Responsibilities

Main responsibilities

Alongside the SLT play a strategic role:

- In formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
- In contributing towards the care, support, guidance and protection of all pupils
- Proactively managing staff and resources
- Ensure that the attendance and punctuality of pupils at school is a day to day priority
- Ensure that the standards of behaviour and uniform of pupils are the best that can be achieved.
- Developing strategies to foster positive relationships with our children and their families.
- Take responsibility for the school in the absence of the deputy headteacher and headteacher
- Carry out the professional duties of a teacher as required
- Assist with any child protection issues as appropriate in liaison with Assistant Head teacher for Safeguarding
- Contribute towards promoting and safeguarding the welfare of children and young people within the school
- Assist in the supervision of staff duty rotas and schedules
- To provide (support with) CPL as directed by the role.
- To be a member of the Senior Leadership Team and fulfil the duties commensurate of a member of staff at that level
- Be an integral part of supporting students' wellbeing in school

Duties and responsibilities

The Assistant Headteacher will:

- Undertake the normal responsibilities of the class teacher;
- Assist the deputy headteacher and headteacher in the management of the school;

- Support and represent the deputy headteacher and headteacher at meetings as and when required;
- Undertake the professional duties of the deputy headteacher and headteacher during any periods of absence;
- Play a major role under the overall direction of the deputy headteacher in formulating and reviewing the Development Plan/SEF, aims and objectives of the school by:
 - o establishing the policies through which they will be achieved
 - o managing staff and resources to that end;
 - o monitoring progress towards their achievement;

Shaping the future

- In partnership with the Headteacher, Senior Leadership Team and governors establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the deputy headteacher and headteacher manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the deputy 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.

Assisting in 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
- Work with the deputy headteacher to raise standards through staff performance management
- Lead the development and delivery of training and support for staff
- Work in partnership with the deputy headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Senior Leadership Team, contribute to the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the

school, including, where appropriate, lesson observations to ensure consistency and quality

- Contribute to ensuring the systematic teaching of basic skills and recording of impact is consistently high across the school.
- Contribute to the development, implementation, monitoring and evaluation of an effective whole-school policy for meeting the needs of all specific learner groups.
- In consultation with the deputy headteacher, headteacher, governors and staff, audit current levels of provision within the school and develop strategies for improvement.
- Ensure that the able, gifted and talented pupils within the school are supported so as to ensure appropriate challenge is evident and any underachievement is addressed.
- Consult with staff at all levels to ensure the effective exchange of information within school and with other schools, particularly for transfer and transition.
- Work with senior colleagues in championing the needs of able, gifted and talented pupils within the school by creating and sustaining positive attitudes towards them and ensuring that provision for able, gifted and talented pupils is kept at the heart of the school's agenda for developing learning and teaching.
- Work with senior colleagues in championing the needs of specific learner groups within the school by creating and sustaining positive attitudes towards them and ensuring that provision for specific learner groups are kept at the heart of the school's agenda for developing learning and teaching.

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school;
- Formulating the aims and objectives of the school and policies for their implementation;
- A Development Plan which translates school aims and policies into actions;
- Monitoring and evaluating the performance of the school;
- Contribute towards the implementing of the Authority's and Governing Body's policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special educational needs;

Student Care

To be responsible for:

- Ensuring students develop a positive attitude to their work
- Ensuring that all students are encouraged to attend school daily

- Ensuring that students treat each other and all members of staff with respect
- Ensuring students achievements are recognized and rewarded
- Ensuring that students feel safe in school and that quality anti-bullying systems are developed and monitored regularly
- Ensuring that students are aware of how to keep safe using the internet
- The promotion among students of standards of conduct/discipline and a proper regard for authority
- The development, among students, of self-discipline
- The handling of individual disciplinary cases;

To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of students including pastoral care and guidance;
- The effective induction of students;
- The determination of appropriate student groupings
- To actively participate in Continuous Professional Development

The management of staff

To be responsible for:

- Specific, whole school projects as detailed in the Academy Improvement Plan.
- Regular meetings with multi agencies where directed.
- Performance management of designated colleagues.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To participate in arrangements made in accordance with the Regulations for the appraisal of the performance of teachers in the school.

To contribute to the staff development policies in relation to:

- The induction of new and newly qualified teachers and other staff;
- The provision of professional advice and support and the identification of training needs;
- Students under training/work experience.
- To demonstrate effective leadership, representation and liaison both within the school and with

other interested or involved persons or bodies.

- To maintain good relationships with individuals, groups, staff unions and associations;

Relationships

To contribute towards:

- The strengthening relationships with parents and carers and the wider school community.
- Developing strategies to bring about a closer involvement of parents/carers in their children's learning
- Canvassing the opinions of parents and other adults who have contacted with the school and advising the Senior Leadership Team of any actions required
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
- To assist liaison and co-operation with Authority officers and support services.
- To help in maintaining and developing effective communication and links with parents and to provide positive responses to concerns and problems regarding their children's education
- To assist liaison with other educational establishments in order to promote the continuity of learning progression of achievement and curriculum development
- To assist liaison with other professional bodies, agencies and services
- To develop and maintain positive links and relationships with the community, local organisations and employers.

The successful candidate will also be expected to

- promote a positive image of the school
- ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community
- implement the Authority's and Governing Body's policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special educational needs;

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.

- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.