**Foxwood Academy - Job Description**

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| **POSITION:**  | **Assistant Headteacher**  |
| **REPORTS TO:**  | **Headteacher**  |
| **KEY** **RESPONSIBILITIES**  | **Behaviour, attitudes, personal wellbeing, and safeguarding lead.** **The responsibilities may be negotiated and amended over time through consultation.**  |
| **LEADERSHIP** **PAY RANGE**  | L4-L8  |

**Key Purpose of the Job**

To carry out professional duties of a teacher other than a headteacher, as described in Part X11 of the Academy Teacher’s Pay and Conditions Document, including those duties particularly assigned to him/her by the Headteacher.

**Main Activities:**

1. To assist the Headteacher in the leadership and management of the Academy and in all aspects of Academy improvement, including taking responsibility for the Academy in the absence of the Head or Deputy Headteacher.

1. To take full responsibility for leadership of safeguarding, behaviour, wellbeing and personal development across the Academy.

1. To carry out teaching duties, as required, in accordance with the Academy’s schemes of learning and the Foxwood Curriculum.

**Specific Responsibilities**

**LEADERSHIP AND MANAGEMENT**

To assist the Headteacher in the shaping and delivery of our vision. To set out very high expectations for safeguarding, behaviour, wellbeing and personal development.

1. To play a significant role in setting aims and objectives for the Academy Improvement Plan along with the Headteacher, Governors and other Senior Staff. To take responsibility for developing and monitoring policy and practice as laid down in the Academy Improvement Plan, and in agreement with the Headteacher.
2. To run and have oversite of the Academy Safeguarding Team, dealing with child protection issues to ensure that concerns are promptly dealt with and cases appropriately referred.  This includes the review of policies, procedures and training.
3. To inspire, motivate, nurture and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
4. To provide an excellent role model for all members of staff and pupils in all aspects of Academy life. To be an exemplar of all Academy policies and practices. To actively promote the aims of the Academy. To offer guidance and support to colleagues.
5. To play a significant role in improving the involvement of parents, carers and the community in the life of the Academy.
6. To provide effective leadership and management to a team/teams of staff as agreed with the Headteacher.
7. To contribute to the Academy’s continuing professional development programme, including delivering INSET training and working with individuals and teams in a variety of professional development and mentoring activities.
8. To contribute to the development of curriculum provision to support SEMH & well-being for staff and pupils.
9. To assist the Headteacher in Academy self-review and evaluation and in the effective planning and management of Academy resources to secure improvements.
10. To provide guidance and support to students and volunteers in Academy.
11. To assist the Headteacher in all aspects of the day to day administration and organisation of the Academy, as agreed with the Headteacher.
12. To participate in recruitment and selection, as agreed with the Headteacher.
13. To deputise for the Headteacher or Deputy Head in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with Academy policy and procedure.

**BEHAVIOUR, ATTITUDES, PERSONAL WELL-BEING AND DEVELOPMENT**

1. To be the Academy Designated Safeguarding Lead (DSL) and oversee ADSLs, policy and procedure. To ensure that staff are appropriately trained and to assist in the maintenance of staff CPD records.
2. To carry out teaching duties, as agreed with the Headteacher, providing a model of excellence for colleagues.
3. To provide leadership and support for colleagues with regard to behaviour and attitudes including:

- Ensuring children and young people behave consistently and positively with high levels of respect for others.

- Ensure that Pupils consistently have highly positive attitudes and commitment to their education and are persistent in the face of difficulties.

- Maintaining a positive learning environment. Ensuring that children and young people are safe, feel safe, behave consistently well and have consistently positive attitudes to their education

- Monitoring and leading behaviour, anti-bullying, aggression, discrimination and derogatory language

- Ensuring that relationships among pupils and staff reflect a positive and respectful culture; pupils are safe and they feel safe.

1. To undertake a significant role in maintaining a high standard of pupil’s behaviour and discipline, within the framework of the Academy behaviour policy and supporting other staff as necessary.
2. To liaise effectively with parents and carers and to ensure good relationships between Academy and home in order to improve learning, wellbeing and personal development.

**OTHER DUTIES AND RESPONSIBILITIES**

1. To attend daily and weekly meetings, in accordance with Academy policy and to lead such meetings as required.
2. To take whole Academy assemblies and to support other staff with assemblies.
3. To prepare and present reports, as required to, e.g. governors, LA officers, parents, outside agencies.
4. To attend occasional meetings during evening hours, at weekends or in Academy holidays, as required.
5. To comply with the Academy Health and Safety policy and undertake risk assessments as appropriate.
6. To undertake any other duties which are reasonably assigned to you commensurate with the level of the post.

**KEY ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the Academy’s objectives in service delivery by:

* Ensuring compliance with Data Protection legislation
* At all times operating within the Academy Equal Opportunities framework.
* Commitment and contribution to improving standards for pupils as appropriate.
* Contributing to the maintenance of a caring and stimulating environment for pupils

**Equal opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the Academy Equal Opportunities policies

Date of issue:                   ………………………………………

Signature of Post Holder:     …………………………….………..

Signature of Headteacher:  ………………………….……..….