**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School:** | Smithdon High School part of West Norfolk Academies Trust  Your principal place of work will be Smithdon High School but you may be required to work at other schools and sites within West Norfolk Academies Trust |
| **Job Title:** | Assistant Headteacher with strategic and pastoral responsibility for KS3 or KS4 (dependent on experience and/or interest) |
| **Grade:** | L8-L12 |
| **Responsible to:** | Headteacher  Deputy Headteacher  Governors |
| **Working With:** | Staff  Students  Parents/Carers |

We are looking for an existing or future leader with a passion for improving outcomes through positive support for students, who is ready to grasp this ideal opportunity to progress their career within a supportive, proactive and forward-thinking environment.

The successful candidate, who is dynamic and solution focused, will support the school in securing high standards of teaching and learning.

This is an exciting opportunity to develop your career while making a real difference to the whole

school community.

**Purpose of the Job**

* To provide strategic and operational leadership at either KS3 or KS4 to raise standards of pupil attainment and achievement.
* To assist the Headteacher in accurate self-evaluation of the school’s performance for the purpose of shaping and influencing the direction of the school.
* To provide strong and effective leadership of tutor and pastoral support staff.
* To be an inspirational leader who positively influences the behaviour of others, motivating staff and students to engage with the core values of the school and of West Norfolk Academies Trust.
* To model the expected practice outlined in the Teacher Standards

**Key Responsibilities**

**Main Leadership responsibilities**

* To lead the timely strategic planning, implementation and evaluation of student interventions, as appropriate, to ensure the highest standards of student achievement and attainment across all curriculum areas.
* Working with the Headteacher and the wider pastoral team to ensure the highest standards of attendance, uniform and behaviour are maintained by all students both in and out of lessons.
* To work strategically with the examinations department for preparing all public examinations at KS4 or with the Subject Leaders at KS3.
* To lead and co-ordinate all school events relating to the achievement and welfare of students.
* To ensure there are regular, timely and effective communications with parents and students or pertaining to their attainment, achievement and wellbeing.
* To be a key member of the Leadership Team – contributing to leading, managing and developing the school by carrying out specific duties relating to whole school management as required by the Headteacher. Specific examples include;
* To line manage specific staff, teams, curricular and cross-curricular groups, ensuring that staff are well managed and focused upon high quality provision and outcomes.
* To take part in the annual cycle of performance management, appraising staff as required and using the process to develop the personal and professional effectiveness of school staff.
* To adopt a visible presence around the school site, ensuring high standards of uniform and behaviour are maintained by all students both in and out of lessons.
* To actively promote and uphold the values of the school and the West Norfolk Academies Trust to students through delivering assemblies and communications to students and families.
* To initiate and maintain the provision of extra-curricular activities.
* To analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
* To support the overall ethos of the school as a child-centred, well-ordered community.

**Wider professional effectiveness:**

* To contribute to the development and implementation of School and Trust policies to achieve significant improvement throughout the School and Trust.
* To attend appropriate professional development opportunities.
* To attend meetings as directed by the Headteacher and present the school in a positive and professional light.
* To contribute to cross-trust development
* To carry out a range of additional duties and any other tasks reasonably required by the Headteacher that may arise in accordance with the nature of the role and level of responsibility.

**Personal and Professional Conduct**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes, which set the required standard for conduct throughout a teacher’s career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

* treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions
* showing tolerance of and respect for the rights of others
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
* ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks, which set out their professional duties and responsibilities.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Educated to Degree level | **🗸** |  | Appl |
| Qualified Teacher Status | **🗸** |  | Appl |
| Designated Safeguarding Lead |  | **🗸** | Appl, Int |
| Evidence of continuing professional development |  | **🗸** | Appl, Int |
| Evidence of leading professional development activity |  | **🗸** | Appl, Int |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience** | **Essential** | **Desirable** | **How assessed** |
| A record of successful teaching at Key Stages 3-5 | **🗸** |  | Appl |
| Extensive and substantial teaching experience | **🗸** |  | Appl |
| Substantial, relevant and effective leadership experience | **🗸** |  | Int |
| Experience at leadership level in pastoral |  | **🗸** | Appl |
| Staff management experience |  | **🗸** | Appl |
| Ability to foster and promote good relationships with all stakeholders | **🗸** |  | Appl/Int/Ref |
| Effective management of student behaviour | **🗸** |  | Appl/Int/Ref |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Strong understanding and awareness of child protection issues and Safeguarding |  | **🗸** | Int |
| Ability to hold others accountable by challenging poor performance and setting objectives | **🗸** |  | Int |
| Strong understanding of the analysis and use of data to make improvements | **🗸** |  | Assessment |
| Excellent interpersonal and communication skills (written and verbal) | **🗸** |  | Appl/Int |
| Experience in planning, prioritising and managing workload in an environment of conflicting demands | **🗸** |  | Int |
| Up to date knowledge of Secondary curriculum developments | **🗸** |  | Int |
| Ability to think strategically and lead change when necessary |  | **🗸** | Appl/Int |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Qualities** | **Essential** | **Desirable** | **How assessed** |
| Strong, outgoing personality | **🗸** |  | Int/Ref |
| Passionate about continual improvement and achievement | **🗸** |  | Int/Ref |
| Ability to respond positively to pressure, whilst maintaining accessibility and consistency | **🗸** |  |  |
| Organised and methodical approach to work | **🗸** |  | Int/Ref |
| Enthusiastic, committed and self-motivated | **🗸** |  | Int |
| Ability to inspire the confidence of students, parents and colleagues | **🗸** |  | Int/Ref |
| Personal pride in delivering challenging targets | **🗸** |  | Int |
| Committed to safeguarding and promoting the welfare of children and young people and with a clear, fully inclusive, educational philosophy | **🗸** |  | Int |
| Commitment to personal learning and development | **🗸** |  | Int |

Appl = Application form Int = Interview Ref = Reference