



Assistant Headteacher – STEM (Science, Maths, DT)

Salary: L12 – 16

Reporting to: Deputy Headteacher – Quality of Education

Start date: September 2021

The Assistant Head will have lead responsibility for developing a coherent, effective and inspiring approach to the curricular and co-curricular provision of STEM subjects.

The successful applicant will have strategic responsibility for all STEM departments and will be required to teach more than one science subject up to A Level and the ability to teach KS4 Maths if needed. They will be responsible for promoting flourishing STEM provision across all Key stages. Whilst the job has a specific focus in STEM provision, it also gives outstanding opportunities for leading change across the whole as part of the Academy's High Performance Learning Drive Team. Additional responsibilities will be decided based on the successful candidates experience and interests.

Key responsibilities

- Lead in the strategic delivery of STEM across the school and curriculum.
- Plan and implement a STEM curriculum and cross-curricular programme that ensures coherence and progression in the teaching of key subject knowledge, skills, understanding and concepts.
- Teach and model for others engaging and effective subject teaching that motivates, inspires and improves pupil attainment for all.
- Secure academic outcomes in line with the targets set through the Academy's target setting policy
- Monitor, evaluate and continually improve the quality of planning, teaching and assessment of all members of the STEM team.
- Lead the assessment process in the subject team ensuring accurate measurement of subject standards in all year groups at all summative assessment points.
- Analyse student performance data and respond to the outcomes of assessment to ensure planning, teaching and interventions are in place to keep all students on track to achieve their targets in STEM subjects.
- Lead the professional development of others in the STEM disciplines to be highly effective practitioners.
- Monitor the practice of all members of the STEM team to ensure they are following all areas of subject and Academy policy accurately and appropriately.
- Review and refine the curriculum, planning, teaching and assessment across the STEM team on a regular cycle to continually improve the subjects outcomes.
- Regularly monitor the quality of teaching in line with Academy's expectations and provide effective feedback and coaching to individuals to ensure subject teaching continually improves.
- Manage allocated budgets effectively and stay within set budget allocation.
- Create an orderly subject environment in which the Academy's culture and ethos is upheld.
- Support the Academy's involvement with ITT, research and staff development.

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case, will be reviewed before the commencement of the next Appraisal cycle.

All Assistant Headteachers have the responsibility:

- To ensure the Academy's Vision, Mission, Values and Virtues are key drivers to all decisions which are taken.
- To participate in the development of school policy, the School Improvement Plan and inspection action plans.
- To take responsibility for aspects of documentation and statistical data as delegated by the Headteacher.
- To line manage and have oversight of curriculum areas and whole school services. In each case:
- To support the Heads of Faculty/Department to ensure that teams are effectively managed.
- To monitor the implementation of curricular and school aims and procedures.
- To meet regularly with the Heads of Faculty/Department.
- To participate in personal professional development and performance management and of line managed staff and teams.
- To contribute to the identification of training needs and the delivery of INSET activities.
- To attend Governors' meetings and all organised meetings within the school cycle. These include weekly Senior Leadership Team and regular Key Stage meetings. Working groups, committees, and Department, Cross Curricular, Year and Management Forum meetings.
- To chair meetings, working groups and committees, as appropriate.
- To deal with disciplinary issues and emergencies as they arise.
- To advise, assist and support other members of the Senior Leadership Team to ensure the smooth running of the school.
- To conduct assemblies and regular supervisory duties.
- To participate in the selection and recruitment of staff, as required.
- To participate in programmes to monitor pupil achievement and support teaching and learning.
- To liaise with external agencies and personnel, as appropriate.
- To work with the Headteacher on matters of staff discipline, capability and sickness procedures and take responsibility for investigations as may be necessary.
- To deputise for a Deputy Headteacher, as may be necessary.
- To actively promote equal opportunities and the equalities policies of the school.

Teaching

The postholder is required to carry out the duties of a schoolteacher as set out in the Schoolteachers' Pay and Conditions Document and such specific duties which form part of this job description.

Leadership

Members of the Senior Leadership Team are responsible to the Headteacher for ensuring the general good order and discipline of the school and the implementation of school and any other agreed policies.

Management of People

The post holder will line manage areas of the curriculum and whole school services, commensurate with the grade of this post.

Safeguarding

Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures.

Person Specification – Assistant Headteacher

- Qualified teacher status and evidence of further professional development.
- Substantial experience in inner city schools where students are drawn from diverse backgrounds.
- Has demonstrable evidence of being an outstanding teacher with excellent outcomes for students at KS4 and 5.
- Successful record of middle leadership including significant improvement in standards of pastoral care and raising of achievement.
- Experience of successfully leading a whole school project with demonstrable outcomes of improvement.

Knowledge

- An understanding of current national policies, curriculum developments and the statutory and legal framework within which a school operates.
- An appreciation of the challenges and social context of the school's catchment area, in particular the issues facing young people of BAME background.
- An understanding of appropriate strategies that will contribute to the further raising of pupil attainment, in a school with a high proportion of pupils for whom English is an additional language.
- An understanding of the issues of inclusive education and proven experience in the effective development of practices to support this concept.
- An understanding of how to lead a team of diverse people with understanding of issues of EDI.
- Understanding and implementing the requirements of whole school strategy in high quality teaching and learning.
- Experience of leading staff in the improvement of teaching and learning.
- Knowledge of developments in the safeguarding and pastoral care of pupils.
- Understanding and implementing all aspects of strategic planning.
- Ability to manage budgets and resources successfully.

Skills

- The ability to effectively manage the process of change, including monitoring and the setting of targets.
- Demonstrate strategic thinking and planning to realise the vision and aims of the school.
- The ability to process, analyse and use data to inform decisions.
- Possess good interpersonal, written, and oral communication skills.

Personal attributes

- Values the education of young women.
- Presents a positive role model in carrying out duties and when representing the school.
- Can work effectively as part of a team.
- Possesses integrity and relate appropriately to inspire commitment, enthusiasm and confidence from staff, pupils, governors, and parents in promoting the values, ethos and standards of the school.

Candidates should demonstrate how they meet these selection criteria in their application form, their supporting statement and the selection interview, including supporting tasks.

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.

Closing date: Friday 30th April 2021 at 9.00 am. Interviews will take place on: 7th May 2021

