



**Job
Description**

Cheslyn Hay Academy



Assistant Headteacher - Student Engagement

**Full Time,
Permanent,
Leadership Scale Point 12 - 16**

General Duties

Carry out “the duties of a school teacher” as set out in the Conditions of Service for School Teachers in England and Wales. Fulfil the role of subject teacher and Form Tutor as appropriate.

To do other reasonable tasks as laid down in the School Teacher Pay & Conditions document and as required from time to time at the discretion of the Headteacher

Cheslyn Hay Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced criminal records check.

Strategic Direction and Development of the School

Working with the Headteacher and Leadership Team to help develop a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.

1. **Specific Duties:** Undertaking the following responsibilities:

- Lead by example, provide inspiration and motivation and embody for the students, staff, governors and parents, the vision, purpose and leadership of the school.
- Leadership of student behaviour, including Prepared for Excellence (PFE) and oversight of the Pastoral team and systems
- Leadership of student attendance

Work with the Headteacher and Leadership Team to:

- Create an ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by students and sustained improvement in their spiritual, moral, social, cultural, emotional and physical development, and prepare them for the opportunities, responsibility and experience of adult life.
- Promote and safeguard the safety and welfare of students.
- Help create and implement a School Improvement Plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers’ effectiveness and securing school improvement.
- Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.

- Ensure that the management, finance organisation and administration of the school support its vision and aims.
- Ensure policies and practices take account of national, local and school data and inspection and research findings.
- Monitor, evaluate and review the effects of policies and targets of the school in practice, and take action if necessary.
- Attend Local Advisory Body Meetings when appropriate.

2. Learning and Teaching

Work with the Headteacher and Leadership Team to secure and sustain effective teaching and learning throughout the school; monitor and evaluate the quality of teaching and standards of students' achievements; use benchmarks and set targets for improvement.

Work with the Headteacher and Leadership Team to:

- Create and maintain an environment and a code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline, and which enables teachers to meet their professional standards.
- Determine, organise and implement the curriculum and its assessment; monitor and evaluate it in order to identify and act on areas for improvement.
- Develop teaching and learning throughout a range of strategies including coaching and sharing best practice and CPL to raise student achievement and increase engagement.
- Ensure that appropriate support is put in place and monitored to improve student progress.
- Monitor and evaluate the quality of teaching and standards of learning and achievement of all students, including those with special educational needs, to inform future developments.
- To lead in the implementation of policies and practice which promote equality of opportunity and tackle prejudice.
- Develop effective links with the community, including business and industry, to extend the curriculum, enhance teaching and learning and develop community cohesion.
- Create and maintain an effective partnership with parents to support and improve students' achievement and personal development.
- Analysing and evaluating data and suggesting ideas for the development of intervention programmes in support of student behaviour and attendance

3. Leading and Managing Staff

Members of the Leadership Team work with the Headteacher to lead, motivate, support, challenge and develop staff to secure improvement.

Work with the Headteacher and Leadership Team to:

- Maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and students.

- Plan, delegate, support, motivate and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation and accountability.
- Implement and sustain effective systems for the Appraisal of staff.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
- Lead professional development of staff through example, support and co-ordinate the provision of high quality professional development within the area of responsibility.
- Sustain your own motivation and that of other staff.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those for the Leadership Team.

4. Efficient and Effective Deployment of Staff and Resources

Members of the Leadership Team work with the Headteacher to deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context.

You:

- Support the Headteacher, Governors and middle leaders to recruit and retain staff of the highest quality and put in place succession planning.

Work with the Headteacher and Leadership Team to:

- Deploy and develop all staff effectively in order to improve the quality of education provided.
- Set appropriate priorities for expenditure, allocate funds and ensure effective administration and control.
- Manage and organise accommodation efficiently and effectively to ensure that it meets with needs of the curriculum and health and safety regulations.
- Manage, monitor and review the range, quality, and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficient and secure value for money.

5. Accountability

Members of the Leadership Team work with the Headteacher to help evaluate the efficiency and effectiveness of the school.

You:

- Provide information, objective advice and support to the Headteacher to enable the Headteacher to meet their responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money.
- Help create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Help present a coherent and accurate account of the performance of all aspects of the school in a form appropriate to a range of audiences, including LAB members,, the local community, OFSTED, and others.

- Help ensure that parents, students and stakeholders are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieving the school's priorities for improvement.

Specific Responsibilities: *[subject to confirmation following appointment, based on the skills, training and experiences of the successful candidate]*

To lead on all aspects of Student Services

- Deputy Designated Safeguarding Lead
- To lead, develop, implement and Quality Assure the whole school strategy for:
 - Rewards, Behaviour & Exclusions;
 - Attendance & Punctuality;
 - In Year Admissions, managed moves & alternative provision ;
- To lead and line manage key members of the Student Services team (which may include Heads of House/Year; Attendance staff; Pastoral staff)
- To run a staff duty system and ensure it secures positive behaviour and a safe environment.
- To support the professional development of staff through student service related CPL.
- To lead on identified whole school activities and events as required (e.g. Awards Evenings)
- To support the Deputy Headteacher, Student Services in the completion of their role

General

- Contribute to the overall ethos/aims of the academy
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- The post holder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the post holder to undertake an Enhanced DBS check.

Equal Opportunities

Windsor Academy Trust (WAT) is an inclusive organisation. We are committed to providing equal opportunities in employment for all our employees. All employees are expected to have read, understood and comply with our Equality Policy at all times.

Non Contractual

Any job description provided to you by the organisation will not form part of your contract of employment unless specified otherwise.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description may be amended at any time in consultation with the post holder.

To whom responsible	Headteacher
Staff for whom responsible	To be confirmed on appointment
Signature of Employee	
Print name	
Date	

Person Specification

Area	Essential	Desirable
Qualifications		
Degree or equivalent in related subject	✓	
Qualified teacher status	✓	
Evidence of continuing professional development	✓	
Degree at 2:1 or above in related subject		✓
Knowledge and experience		
Evidence of impact of current role	✓	
An outstanding practitioner	✓	
Expert knowledge of attendance and behaviour approaches	✓	
Expert knowledge of pedagogy	✓	
Experience of developing Teaching & Learning	✓	
Expert in measuring impact	✓	
Track record of examination success	✓	
Able to accept autonomy and operate professionally maintaining the trust of colleagues	✓	
Experience of coaching, mentoring and leading training,	✓	
Skills and competencies		
Enthusiastic in leading students and staff	✓	
Energetic	✓	
Commitment to success for all students	✓	
Good motivational and leadership qualities	✓	
Evidence of, and willing to contribute to extra-curricular activities	✓	
Ability to set targets, meet deadlines and to work under pressure	✓	
Personal Qualities & Attributes		
Maintains confidentiality	✓	
Is committed to the continuous development of self and others by keeping	✓	

up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.		
Comply with Trust's commitment to the protection and safeguarding of children	✓	
Customer focused.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect	✓	
Open, honest and an active listener	✓	
Takes responsibility and accountability	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service	✓	
Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive	✓	
Communicates effectively	✓	
Has the ability to learn from experiences and challenges	✓	