



THE FOREST SCHOOL ACADEMY TRUST	
ASSISTANT HEADTEACHER (L11-16)	
JOB DESCRIPTION	
<p>Duties and responsibilities under the direction of the Headteacher. Responsibilities will depend on the strength of the candidate.</p> <p>This Job Description is subject to review and redefinition in line with school development</p>	
Strategic Management	
<ul style="list-style-type: none"> Working with the Headteacher in securing the strategic vision for the school. Securing the achievement of Key Performance Targets identified in the school strategic plan. Ensuring that school systems and accountabilities are delivered according to the key principles of our ethos of 'ASPIRE'; Aspiring, Safe, Prepared, Independent, Respectful and Excellent. Planning and delivering school policies in key areas. To provide strategic leadership on areas of responsibility for the annual process of the SEF and periodic school improvement plan creation and monitoring. 	
Accountability	
<ul style="list-style-type: none"> Working in accordance with statutory policies. Liaising with officers, inspectors and other outside agencies. To support with oversight of pastoral care. To support school policies for any staff underperformance. Developing relationships between the school and its local community. Being accountable for the delivery of key strategic objectives and the delivery of agreed objectives as determined in negotiation with the Headteacher and the Senior Leadership Team as a whole. 	
Leadership and Management of People	
<ul style="list-style-type: none"> Providing an approachable, authoritative and visible presence in and around the school to provide support for staff, students, parents and the local community. Carrying out performance management key leaders and managers. To perform other duties determined in discussion with the Headteacher. Training, coaching, supporting and directing staff as required to ensure a positive, professional and achievement-focused ethos is maintained. Lead by example and be proactive in the implementation of the schools behavior policy. 	

<ul style="list-style-type: none"> To use data to lead on robust conversation in line management structure offering support and challenge.
Specific responsibility for the strategic leadership of the following areas:
<ul style="list-style-type: none"> Ensuring high quality communication and contribute to parental satisfaction ratings. The development and implementation of innovative systems for monitoring, recording and evaluating the quality and effectiveness of teaching. The continual drive for improvement in the quality of teaching and learning through: <ul style="list-style-type: none"> Leading department reviews, trustee visits and assessment analysis meetings The Performance Management system including the setting of objectives in line with School targets and the deployment of achievement awards Developing objective, feedback systems that provide opportunities of reflection & improvement In collaboration with the Senior Leadership Team you will contribute a raising standards intervention programme to address gaps in learning and achievement
Additional generic SLT responsibilities:
<ul style="list-style-type: none"> To be committed to a collaborative vision of excellence and equality that sets high standards for every student and member of staff. Taking a lead in creating a positive, inclusive climate, that carries the school's vision forward. Be proactive by independently keeping up to date with latest DfE, Ofsted and action research in relation to the school's key priorities. Be aware of the diversity, values and experience of the school community and challenge inequality wherever it exists. The post-holder must also: <ul style="list-style-type: none"> Fulfill a negotiated teaching commitment and be an excellent classroom practitioner. Conduct assemblies and detentions as designated by the Headteacher. Support extended day activities to enhance student learning experiences. Fulfil the role of a student mentor if required Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the school.
Administrative responsibilities
<ul style="list-style-type: none"> To compile statistical returns as required. To assist the Headteacher and Senior Leadership Team with the management of the school's delegated budget and help oversee management of resources.
Standards/Quality Assurance and additional responsibilities
<ul style="list-style-type: none"> Attend and participate in open evenings and student performances. Uphold the school's behaviour code and uniform regulations. Participate in staff training and development. Develop links with trustees and neighbouring schools/academies.
Key organisational objectives

The post-holder will contribute to the school's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Commitment to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- Ensuring compliance with Data Protection legislation.
- Operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Contributing to the maintenance of a caring and stimulating environment for young people.

ASSISTANT HEADTEACHER

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent	✓	
Qualified teacher status	✓	
Experience		
Minimum of two years' leadership experience	✓	
Demonstrable experience of improving student outcomes	✓	
High quality teaching and learning ability	✓	
Successful management of a team of people	✓	
A record of continuous professional and career development	✓	
Developing and leading curriculum initiatives using the latest technologies to support learning	✓	
Understanding of innovative approaches to timetabling	✓	
In-depth knowledge and understanding of national educational priorities/developments to include the 11-19 curriculum, raising attainment, assessment for learning and changes to assessment and reporting	11-16 ✓	16-19 ✓
Professional Knowledge and Understanding		
Understanding of the skills and attributes required for effective leadership	✓	
A rigorous understanding of the Ofsted framework in all areas	✓	
Good knowledge of the National Curriculum	✓	
Good knowledge of the national strategies as they apply to key stage 4 and 5	✓	
Thorough understanding of the intervention packages available to support accelerated learning	✓	
Excellent understanding of creative curriculum design	✓	
Good understanding of what constitutes effective assessment target-setting and intervention strategies	✓	
Good understanding of the needs of students who have recently arrived to the country and/or students who are vulnerable to high levels of mobility, and be able to use this knowledge to inform policy and practice	✓	
Experience of policy writing and devising schemes of work	✓	
Knowledge of effective strategies to meet the needs of all students	✓	
Understanding of the principles of Racial Equality and Equality of Opportunity and how these may inform whole school policy	✓	

Good working knowledge and understanding of schools' statutory responsibilities regarding the needs and care of students with Special Educational Needs and those with an Educational Healthcare Plan (EHP) and of SEND strategies	✓	
Understanding of what is involved in the role of Child Protection Officer, including having a good understanding of up-to-date policies and practice	✓	
Professional Skills and Abilities		
An excellent classroom practitioner	✓	
Understanding of statutory assessment processes	✓	
Ability to analyse data effectively to assess performance	✓	
Ability to present data to support school and student progress	✓	
Ability to manage and report the use of budget allocation	✓	
Ability to demonstrate the effective use of technology to raise attainment	✓	
Personal Qualities		
Ambition to become a Headteacher/Headteacher in five years	✓	
Tenacity to see things through	✓	
Willingness to engage carers to encourage close involvement in their child's education	✓	
Flexibility in approach	✓	
Enjoyment in overcoming challenges	✓	
Good communication skills	✓	
Ability to manage workload effectively seeing projects through	✓	
Ability to enthuse and motivate others, developing strong partnerships	✓	
Willingness to share expertise and knowledge with others	✓	
Willingness and ability to run school training sessions	✓	
Good health and an appreciation of work-life balance	✓	
A passion to deliver equal opportunities in all aspects of the role	✓	