**Assistant Headteacher – Hill View**

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| **Assistant Headteacher**  **Job Description and Person Specification** | |
| **Salary** | Leadership 8 - 12 |
| **Direct reports** | Direct line management of Teachers based at Hill View School |
| **Reporting to** | Headteacher of Hill View School |
| **Key relationships:** | **Internal:** Headteacher, Deputy Headteacher, Teaching and Support staff  **Trust:** Senior Leaders, SENDCos, Teaching Colleagues  **External:** Professional Service Partners, Department for Education, Somerset County Council, Ofsted and other regional and national professional associations and statutory bodies. |
| **Main purpose of job** | The Assistant Headteacher, under the direction of the Headteacher, will take a major role in:   * Formulating and driving the aims and objectives of the school * Establishing and implementing policies for achieving these aims and objectives * Effectively managing staff and resources to achieve our objectives * Monitoring progress towards the achievement of the school’s aims and objectives securing concise information is accurately reported to the LSC and The Oak Partnership Trust * Strategically lead areas identified in the School Improvement Plan (SIP) and contribute to the Self Evaluation Framework (SEF) * Being the schools Deputy/ Designated Safeguarding Lead undertaking all associated roles and responsibilities in relation to this including the development of Governors and the workforce * Strategically leading and have an oversight of learner and staff attendance and behaviour * With the support of the Headteacher leading the schools Performance Management and Continuous Professional Development Cycle (all staff) including the New Staff Induction Programme * Leading strategically, the Quality of Education, including whole school curriculum development, teaching, learning, assessment and educational standards, the leadership and management of key stage and curriculum team leaders, working closely with the Headteacher. * Undertaking the normal responsibilities of the class teacher if required * Being a member of the senior leadership team * Supporting and representing the Headteacher at meetings as and when required |
| **Key Responsibilities** | |
| **Strategic direction and shaping the future** | * Leading by example to demonstrate the vision and values in everyday work and practice. Motivating and working with others to maintain the shared culture and positive climate. * Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence and enhance communication. |
| **Leading teaching and learning** | * Ensuring a consistent and continuous school-wide focus on learners’ achievements in all areas of their experience. * Ensuring that learning is at the centre of strategic planning and resource management by combining high expectations and innovation with inspiring and aspirational pedagogy and high quality resources. * Supporting and challenging so that all learners can fulfil their potential. Demonstrating and articulating high expectations and setting stretching targets. * Creating an environment that encourages and reinforces good standards of behaviour and attendance. Determining, organising and implementing personal curricula. * Improving standards in teaching and learning through the use of learner data to ensure the needs of learners are met with appropriate learning pathways. * Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies. * Challenging underperformance at all levels and ensuring effective corrective action and follow-up. Determining and implementing an effective assessment framework. |
| **Lead School Curriculum Development** | Under the direction of the Headteacher, the Assistant Headteacher will:   * Strategically lead the development, organisation, implementation, monitoring, and evaluation of the school’s curriculum developing distributed leadership further to include the line management of domain leaders * Ensure effective curriculum leadership, ensuring domain leaders have the relevant expertise and access to professional networks and communities * Establish and sustain high-quality teaching across all subjects and key stages, based on evidence informed practice * Ensure teaching is underpinned by subject expertise * Effectively use formative and summative assessment to inform strategy and decisions in line with schools’ policies * Secure the teaching of a broad, structured, sequential, and coherently planned curriculum through the appropriate development of teachers and support staff * Ensure the use of evidence-informed approaches to reading so that all learners are taught to read |
| **Developing Self and Working With Others** | * Being visible and available to learners, parents, staff, governors and members of the wider community. Treating people fairly, equitably and with dignity and respect to create and develop a positive school culture of personal responsibility and the celebration of excellence. * Lead a collaborative learning culture within the school, actively engaging with other schools to build effective learning communities. * Maintaining and evolving effective strategies and procedures for staff induction, professional development and performance review. * Through effective teams ensure effective planning, allocation, support and evaluation of work undertaken. * Acknowledging and celebrating achievement. * Regularly review own practice, set personal targets and take responsibility for own personal development reflecting on personal contribution to school achievement and taking account of feedback from others. |
|  | * Managing own workload and that of others to allow an appropriate work/life balance. |
| **Leading the organisation** | * Value respect and promote the views and needs of all learners and their families. Support the Headteacher to produce school reports for the Executive Team and LSC. * Contribute to maintaining and developing vision, ethos, values and overall purposes of the school ensuring that all policies are adhered to. * Working with the Leadership and wider stakeholders formulate and review the School Implementation Plan. * Ensure the efficient organisation and supervision of school routines. * Ensure the implementation and champion the schools equality policy for all staff and learners. * Devise and lead workshops and development activities to train staff in the implementation of related practice and pedagogy. * Contribute to the effective transition of learners, providing necessary references for other educational institutions and employers in order to promote continuity of learning, progression and curriculum development. * Liaise with parents and professionals building strong positive relationships. * Be responsible for the line management and performance management of school staff. * Participate in the recruitment, impact analysis and development of teaching and non-teaching staff. Work with the HR Manager in the induction of new staff. * Develop and maintain positive links and relationships with the community, local organisations and employers. * Contribute significantly to the development and implementation of school policies. * An overarching responsibility for the safeguarding and welfare of children and young people. * Maintaining and evolving organisational structure which reflects the school’s values and enables management systems, structures and processes to work effectively in line with legal requirements. Implementing successful performance management processes with all school staff and report to the LSC on a regular basis. * Managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations. * Using and integrating a range of technologies effectively and efficiently to manage the school. |
| **Securing Accountability** | * Support the Headteacher to work with the LSC (providing information, objective advice and support) to enable it to meet its responsibilities and to ensure the school meets all its statutory requirements. * Maintaining the school ethos enabling everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes. * Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation. * Developing and presenting a coherent, understandable and accurate account of the school’ performance to a range of audiences including governors, parents and carers. |
| **Leading in the community** | * Creating and maintaining an effective partnership with parents and carers to support and improve learners’ personal development. * Ensuring learning experiences for learners equip them to meet and extend their knowledge and understanding of life after school and the world of work and leisure. * Ensuring a range of community-based learning experiences. * Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families. * Seeking opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community. * Cooperating and working with relevant agencies to protect children. * Ensuring no-one experiences less favourable treatment or discrimination. |
| **Lead on Well Being** | * To engage in all aspects relating to behaviour and safety. * To ensure entitlement is holistic and meets learner needs including monitoring and advising on provision maps, PLPs and attendance. * To keep an overview of joint working with other agencies professionals. To oversee staff wellbeing. * To monitor vulnerable learners and ensure delivery of all aspects relating to learner premium. |
| **Financial Responsibilities** | * To support the Headteacher taking responsibility as a budget manager for School Improvement plans specific to the site and age- group. * To work with the Trust’s Finance staff to ensure that budgets are adhered to and the School Delivery Plan is delivered within available resources, and to monitor expenditure against budget on a regular basis. * To make decisions on expenditure and procurement in line with Trust Policy and Scheme of Delegation. * To input into other financial decisions and expenditure as required. |
|  | Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the as required by the Trust Board. |