**Job Description: Assistant Headteacher**

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| **Post Details** |  |
| **School:** | The Grange School (as part of the federated Twynham TGS SLT) |
| **Grade:** | L12-16 |
| **Weeks per year:** | Full time |
| **Duration:** | Permanent |
| **Responsible to:** | Associate Headteacher or Deputy headteacher (TBC) |

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| **Main Purpose** |
| To lead and inspire excellence throughout the schools.  To play a pivotal role in working within the Senior Leadership Team to establish and implement the strategic vision for all students throughout the schools in line with the expectations of a Twynham Learning school  Provide compelling leadership and vision to ensure the schools can continue to deliver excellence, enhancing the school experience for all students.  To support as required the smooth operational day to day running of the school providing a safe and secure environment in which students and staff can thrive.  To be the lead for a specific portfolio (TBC) across TGS and Twynham School, providing leadership and driving improvements in identified and agreed areas.  To prepare the schools for inspection, providing robust self-evaluation and developing effective approaches to drive a culture of excellence  To champion inclusion ensuring that our schools prioritise the needs of our disadvantaged students, students with identified SEND and other vulnerable cohorts.  To line manage subjects as agreed, ensuring aspirational targets are both set and met using a range of leadership and management strategies. |

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| **Main Duties and Responsibilities** |
| **Strategic Leadership and Management**   * Significant contribution to the development of the vision for the schools, which is clearly articulated, shared and acted on by all. * Providing strategic direction for the schools, including our vision and values, through the identification of our key priorities. * Contribution to the whole school SEF and SDP, developing and implementing strategic plans bringing about rapid and sustainable improvements in identified areas to be agreed with the EHT * Work alongside the ELT of TL MAT to develop and implement Trust-wide strategic plans bringing about effective improvement across the MAT as determined by the CEO. * Inspiring children, staff, governors and all those involved with the schools and the community they serve. * To provide motivational and inspirational leadership at all levels of the organisation. * To build positive and effective relationships with key stakeholders including the LA and providers of alternative provision * To lead the schools in achieving excellence with a focus on continuous improvement and raising standards. * To act as an advocate and public face for the schools, using mature leadership skills to influence others by raising the profile and promoting the schools’ core purpose and values. * To safeguard and promote the welfare of all students within the schools.   **Operational Leadership and Management**   * Leadership and responsibility for agreed aspects of school life and improvement. * Line management responsibility for the performance of leaders as determined by the EHT, including but not limited to key subject areas. * Shared responsibility for the daily smooth operational running of the school including a commitment to duties and supervision of after school activities as agreed with the Associate Headteacher * Provide regular written and in-person reports to the LAB, CEO and Trustees detailing analysis of relevant data welcoming robust internal support and challenge. * Take responsibility for your own professional development and CPD needs as expected of a Deputy Headteacher   **Quality of Education**   * Alongside the EHT and the Associate Headteachers, the AHTs take overall responsibility for ensuring excellent academic outcomes in all key stages. * Driving the school improvement approach ensuring effective deployment of staffing and financial resources to improve and maintain the high standards expected. * Contributing to school development planning based on accurate and effective self-evaluation. * Ensuring that the curriculum provided extends beyond the academic, technical and vocational and supports students to develop in many diverse aspects of life. * Provide excellent line management to curriculum leaders as agreed with the EHT ensuring robust support and challenge drives forward school improvement at a departmental level. * Provide high quality teaching on a reduced timetable demonstrating considerable skills as a classroom teacher.   **Trust-wide collaboration**   * Work with senior leaders of the Trust to ensure a consistent and coherent approach to safeguarding is developed across the Trust. * Work closely with colleagues at both TS and TGS to ensure standards and approaches are aligned. * Under the direction of the EHT to lead on aspects of joint-working between the two schools. * To play a full part in the development of cross-Trust working groups. * Work closely with other Trust leaders on aspects related to place-planning and trust-wide admissions policies and procedures.   *Note: Portfolios and location will be reviewed annually and considered in light of the needs of each school, the needs of the senior leadership team and to support the professional development of the postholder.* |

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| **Safeguarding Duties and Responsibilities** |
| Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Twynham Learning Attributes for all Staff** |
| **Essential:**   |  | | --- | | * Qualified Teacher Status (QTS) * A degree or equivalent * Safer recruitment trained (or a commitment to be) * Level 3 safeguarding training (or a commitment to be) * Additional school leadership training (NPQSL or similar) * Experience of whole-school leadership in a state-funded 11-16 or 11-18 school * Previous experience as a middle leader with responsibility for staff performance (Head of Department, Head of Year or similar) * A track-record of exceptional classroom teaching with an acute understanding of effective pedagogy * Significant experience of improving outcomes of groups of students as a middle leader * Ability to drive and access to own car. * Experience of leading whole-school events involving staff, students and/or parents. * A commitment to and evidence of professional development | | **Desirable:**   * Previous experience as an AHT * Experience of whole school curriculum development * Responsibility for cohort-level outcomes as a Raising Standards Leader or similar * Responsibility as DSL and DDSL * Experience of examination administration and knowledge of JCQ regulations * Experience of working as a senior leader in a MAT. * Experience of working effectively with external stakeholders, including local authority representatives. | |

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| **Personal Attributes** |
| * High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people. * Highly resilient and tenacious, with a clear understanding and ability of the effective use of “pace-setting” and challenge as leadership tools to bring about transformational change. * An ability to inspire and relate well to the whole community. * A commitment to inclusion and the development of effective inclusive practices within a fully comprehensive setting. * A team player who is comfortable in both providing and responding to professional challenge. * Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach. * An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals. |

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| **Other Duties** |
| * To play a full and fundamental part of the LT of TS and TGS, operationally completing duties, on-call support, learning walks and other daily responsibilities required as a member of the LT. * To take LT responsibility for the delivery of a variety of “front-facing” events and activities including parents’ evenings, 6th form events, marketing events as appropriate and agreed with the EHT and/or Associate Headteacher * To support the work of Twynham Learning MAT which at times may require supporting other schools within the MAT as agreed in consultation with the postholder. * To support the work of Two Rivers Institute which, at times, may require supporting schools locally or delivering CPD through TRI as agreed in consultation with the postholder.   All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Notes** |
| This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to complete manager to undertake work of a similar level that is not specified in this job description. |

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| **Key/Glossary of Terms** | |
| LAB = Local Advisory Board  SDP = School Development Plan  ELT = Executive Leadership Team  TS = Twynham School LT = Leadership Team  TL MAT = Twynham Learning Multi-Academy Trust  CEO = Chief Executive Officer  EHT = Executive Headteacher | * IYFA = In-year Fair Access * PEX = Permanent Exclusion * RSHE = Relationships, sex and health education * SMSC = Spiritual, moral, social and cultural development * LT= Leadership Team * DSL = Designated Safeguarding Lead * CPD = Continued Professional Development |