

Nottingham City Council

Greenfields Community School Assistant Headteacher/ KS2 Co-ordinator/ Literacy Co-ordinator

Job Description



Responsible to: The Headteacher and the Governing Body at Greenfields Community School

Main Purpose:

Under the direction of the Headteacher of the school, to play a major role in formulating the aims, objectives for the school and establishing the policies through which these can be achieved. In addition, to hold responsibility for the standards and curriculum of all pupils including monitoring of progress towards achievement.

To take on responsibility of the Headteacher as agreed and appropriate in the absence of the Headteacher.

This job description is to be performed within the duties set out in the Contractual Framework for Teachers and the Teachers' Standards (England) as outlined in the Schools Teachers' Pay and Conditions Document and having due regard to the school's aims, ethos, policies and schemes of work.

The performance of these duties is under the reasonable direction of the Headteacher and will be subject to specified monitoring and evaluation procedures with due regard to the appraisal policy adopted by the school.

Areas of Responsibility and Key Tasks

Shaping the Future

- In partnership with the Headteacher and governors establish and implement an ambitious vision and ethos for the future of the school which is clearly articulated, shared, understood and acted upon effectively by all.
- Play a major role in the school improvement and school self-evaluation planning process through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate.
- Demonstrate vision and values in everyday work and practice.
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement and promote a culture of inclusion where all views and values are taken into account.
- Motivate and work with others to create a positive climate and lead by example to motivate and work with others.
- To be member of the Senior Leadership Team, leading by example when implementing and managing change initiatives.

Leading, Learning and Teaching

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Work with the Headteacher to raise standards through staff performance management and challenge under-performance at all levels where required and ensure appropriate action is taken to secure improvement.
- Assist with the development and delivery of training and support for all staff.
- Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
- To play an active part in the Senior Leadership Team, managing the school through strategic planning and the formulation of policy and delivery of the strategy ensuring management decisions are implemented accordingly.
- Support the Senior Leadership team with the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality.
- Ensure the systematic teaching of basic skills and recording of impact in consistently high across the school.
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Assist with establishing and driving the ethos, vision and values of the school.

- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies which secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement appropriate assessment strategies.

Developing Self and Working with Others

- Lead where required, supervise and participate in the arrangements for the annual appraisal process of the performance of teachers and support staff in the school.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Organise and support the induction of staff new to the school and those being trained within the school.
- Act as an induction co-ordinator for ECTs, where appropriate and have responsibility for students on teaching practice and those undertaking work experiences, as appropriate.
- Participate as required in the selection and appointment of teaching and support staff including overseeing the work of supply/trainees/volunteers in the school in the absence of the Headteacher.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- Work with the other Assistant Headteachers on the Senior Leadership Team to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with school improvement plan and performance management.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Regularly review own practice and achievements, set personal targets and take responsibility for own personal development. Take account of feedback from others.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Maintain liaison and cooperation with relevant external contacts including officers from the Local Authority, other schools and education establishments which the school has a relationship with.

Managing the Organisation

- Contribute to regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate.
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication.
- As appropriate and under the direction of the Headteacher, undertaking key activities related to professional, personnel/HR issues.
- Manage HR and other leadership processes as appropriate i.e. sickness absence, disciplinary, capability.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Be a proactive and effective member of the Senior Leadership Team.
- Contribute to the day-to-day effective organisation and running of the school including the deployment of staff as appropriate and necessary arrangements are put into place to cover any periods of absence.
- Undertake any professional duties, reasonably delegated by the Headteacher.
- Take responsibility for safeguarding and promoting the welfare of children.
- In partnership with the Headteacher, lead, motivate, support, challenge and develop staff at all levels in order to secure and sustain continuous improvement and staff well-being and be committed to personal continuing professional development.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

Securing Accountability

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Contribute to developing and presenting a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Creating and maintaining an effective partnership with parents/carers to support and improve pupils' achievement and personal development.
- Promote and protect the health and safety welfare of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Strengthening Community

- Assist the Senior Leadership Team in developing the policies and practice, which promote inclusion, equality and the extended services that the schools offer.

- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Promote the positive involvement of parents/carers in school life by creating and maintaining effective partnerships to support and improve pupils' achievement and personal development.
- Attend meetings with parents and carers as appropriate to ensure effective outcomes for all parties.
- Strengthen partnerships and community working.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children.

'This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'

Key Stage Two Co-ordinator Role

The following duties are required over and above those common to the majority of teachers in the school, namely :

- managing the day-to-day organisation of the Key Stage Two Department, supporting teachers, Teaching Assistants, Care Assistants and students working within the department.
- raising standards by agreeing challenging but achievable targets within the Key Stage Two Department staff in the core curriculum areas and I.C.T.
- encouraging the development and delivery of a creative curriculum and flexibility in Key Stage Two.
- leading departmental meetings, ensuring continuity, progression and curriculum coverage, feeding back any issues to the Head Teacher.
- taking part in Senior Leadership Team meetings.
- monitoring the quality of teaching and standards of achievement across Key Stage Two, observing and feeding back to teachers as necessary, sampling work and monitoring planning.
- supporting in the management of pupils with difficulties in behaviour.
- acting as a Team Leader to support the implementation of the school's Performance Management policy.
- liaising with the EYFS and Key Stage One Co-ordinators to ensure continuity and progression throughout the school.

Literacy Co-ordinator Role

Core purpose of the Literacy Co-ordinator

To provide professional leadership and management for Literacy in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all learners across EYFS, KS1 and KS2.

In addition to the responsibilities of class teacher as set out in the appropriate job description and the school teachers' pay and conditions document, the Subject Leader will also undertake the following duties and responsibilities :

TEACHING, LEARNING AND STANDARDS

- To provide leadership in Literacy.
- To evaluate the effectiveness of teaching and learning in Literacy and progress towards meeting agreed targets across the school relentlessly focusing on the improving of teaching and learning. This could be in the form of a learning walk, planning scrutiny or book scrutiny.
- To secure high standards of teaching and learning in Literacy.
- To monitor vulnerable groups of pupils, e.g. PP, EAL, SEND, etc.

LEADERSHIP AND CO-ORDINATION

- To assume the role of 'Literacy consultant' for colleagues.
- To demonstrate, by practical example if appropriate, effective ways of organising the teaching within Literacy.
- To assist the Headteacher in ensuring the highest possible standards and quality of Teaching & Learning

SUPPORTING, GUIDING AND MOTIVATING

- To inspire and motivate through passionate commitment to Literacy and have excellent subject knowledge.
- To champion Literacy ensuring to set high expectations in terms of visibility in and around school exemplifying achievement and attainment.
- To share good practice, up to date resources and research with all staff
- To take an active lead in relevant school-based INSET.
- To take on responsibility for informing colleagues of appropriate INSET activities, to take part and/or encourage others when appropriate, in consultation with the Headteacher.

POLICY AND DIRECTION

- To communicate a clear vision for Literacy across the school linked to the SDP.

- To keep abreast of developments in Literacy.
- To lead colleagues in formulation, review and evaluation of policy, in consultation with the Head Teacher and subject team.
- To ensure that policy reflects current national and local initiatives

RESOURCING

- To identify needs and to resource, in consultation with colleagues, Literacy within the limits of given budget.
- To requisition, in consultation with the SLT, such items necessary to ensure effective learning and teaching of Literacy.
- To be responsible for checking, storing and ensuring appropriate use of related resources.

Greenfields Community School
**Assistant Headteacher/
 KS2 Co-ordinator/
 Literacy Co-ordinator**

Person Specification

Essential	Desirable	Application	Documentation	Interview	Assessment
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EDUCATION AND TRAINING

Qualified Teacher status or recognised equivalent	✓		✓	✓		
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EXPERIENCE AND KNOWLEDGE

Recent experience of working successfully as a senior or middle leader in a school.		✓	✓		✓	
Teaching experience of Foundation, KS1 and KS2.	✓					
Evidence of whole school responsibilities and experience or turning policy into effective and successful practice.	✓				✓	
Successful development of learning and teaching strategies.	✓				✓	
Leadership of a significant area or phase including responsibility for raising standards across the whole school.		✓			✓	

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

Ability to lead and manage a school/team to successfully achieve agreed goals.		✓	✓			
Ability to analyse data, evaluate the performance or pupil groups, pupil progress and plan an appropriate course of action for whole school improvement.	✓			✓	✓	
Commitment to school improvement	✓		✓		✓	
Ability to monitor and evaluate the performance and progress of the school, in particular standards, achievement and the quality of teaching and learning	✓			✓	✓	
Knowledge and understanding of the process of school self-evaluation	✓			✓		

TEACHING AND LEARNING/CURRICULUM

Commitment to lifelong learning		✓				
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A clear understanding of the essential qualities necessary for effective teaching and learning.	✓		✓		✓	
Up-to-date knowledge of statutory regulations and guidance relating to the post.	✓		✓			
Ability to ensure that a stimulating, rigorous and suitably challenging learning environment is in place	✓			✓		
Knowledge of the principles of effective teaching and assessment for learning	✓		✓		✓	
Effective use of data to analyse and track pupils' progress to identify strengths and areas for improvement and to respond accordingly	✓			✓	✓	

INCLUSION

Clear understanding of all elements of the continuum of educational inclusion with a specific vision for children with special needs and / or disabilities		✓	✓		✓	
An agreed and consistent approach to school discipline and behaviour		✓	✓			

LEADING AND MANAGING STAFF

Ability to demonstrate and implement a range of management and leadership styles		✓		✓	✓	
Be an effective team player that works collaboratively and effectively with others.	✓		✓	✓	✓	
Ability to solve problems creatively, including under pressure	✓		✓	✓		
Awareness of the need for all staff to maintain suitable work/life balance	✓			✓		
To be a lead professional in promoting classroom practice	✓			✓		
Develop and deliver effective and inspirational professional development for staff including coaching and mentoring.		✓		✓	✓	
Ability to delegate tasks and responsibilities as appropriate.		✓		✓		
Evidence of developing effective teamwork across the school community.	✓		✓		✓	
Ability to manage and motivate staff to achieve the highest standards within the resources available.		✓		✓		
Communicate effectively to a wide range of audience in different formats (verbal/written/using ICT).		✓		✓	✓	
Deal successfully with situations that may include tackling difficult situations and conflict resolution.	✓		✓			

ACCOUNTABILITY

Ability to maintain records and manage information so that the school is able to account for all aspects of performance to governors, parents, the community, the LA and others		✓		✓		
Ensuring compliance with safe-guarding requirements	✓			✓		
Understanding of the responsibilities in ensuring compliance		✓		✓		

with Health and Safety Legislation						
Demonstrate an understanding of, and lead the school's role in the community.	✓			✓	✓	

EFFECTIVE RELATIONSHIPS AND NETWORKS

Work alongside and have the ability to relate effectively with and gain the respect of staff, children and parents in our diverse community	✓		✓		✓	
Work effectively and in partnership with Governors	✓			✓	✓	
Evidence of working with parents and the community.	✓		✓		✓	
Evidence of working in collaboration with other schools to realise improvement and raise standards.		✓		✓		
Able to identify, discuss and report safeguarding issues including child protection with the relevant representatives.	✓		✓			

PERSONAL EFFECTIVENESS

Evidence ability to prioritise and manage time appropriately	✓		✓			
Ability to work under pressure	✓		✓			
Be self-motivating and achieve challenging professional goals	✓		✓		✓	
Demonstrate flexibility and an ability to adapt to changing circumstances	✓		✓			
Take full responsibility for own professional development and lead by example.		✓	✓			
Contribute effectively to the work of the Headteacher and Senior Leadership Team.	✓		✓		✓	

COMMITMENT

Demonstrate, work to the principles of and positively promote equality and diversity and community cohesion	✓		✓		✓	
Demonstrate a commitment to promoting the school's vision and ethos.	✓		✓		✓	
Showing respect for all members of the school and the wider community.	✓		✓			
Ongoing commitment to the safeguarding of all pupils.	✓		✓			

Please note that all elements of this person specification may be tested via a task, an interview question or both during the selection process.

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