JOB DESCRIPTION AND PERSON SPECIFICATION

WOODLANDS PRIMARY ACADEMY
Creative Education Trust

Job Title	Assistant Headteacher	**Location**	Woodlands Primary Academy
Salary	Leadership Scale, points L4 - L8 £55,745 - £61,532	**Hours**	32.5 hours, 52 weeks
Department	Leadership	**Reports To**	Headteacher

JOB PURPOSE:

The core purpose of the Assistant Headteacher is to ensure the achievement of the highest possible educational standards, creating an ethos characterised by high expectations and a community in which pupils and staff feel valued.

The purpose of this job description is to outline the generic professional responsibilities associated with the post. Securing the right person with the ambition, innovation, motivation, and leadership expertise is our paramount objective.

There will be flexibility in determining the specific roles and responsibilities according to the experience of the successful candidate and the needs of Woodlands Academy. Specific areas of responsibility might include:

- Personal Development, Behaviour and Welfare
- Curriculum and Assessment
- Teaching and Learning
- Safeguarding Lead
- Attendance Champion

KEY RESPONSIBILITIES AND DUTIES:

Key Responsibilities

- Maintain clear vision, purpose, and high expectations focused on student progress and achievement.
- Inspire, motivate, and influence staff to reach the highest standards.
- Be an excellent role model for all staff and students, and be a visible, supportive, and challenging senior leader.
- Actively contribute to the day-to-day management of the school.
- Lead identified projects to tackle underachievement of specific student groups.
- Create a safe and productive learning environment, which is engaging and fulfilling for all pupils at the school.
- Maintain a prominent visible presence, monitoring the work of the academy on a daily basis.

Leading Teams

- Provide leadership, support, monitoring, and challenge to enable middle leaders to drive improvement.
- Provide coaching and mentoring support to colleagues.
- Set appropriate performance objectives for line managed areas.
- Support monitoring, evaluation, and planning in line managed areas.
- Review pupils' performance data across the Academy and support with planning interventions and rapid improvement plans when required.
- Contribute to the monitoring of initiatives on workload and staff wellbeing.

School Ethos and Community

- Reinforce and instil clear standards for and throughout the school.

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- Promote the school's unique identity and celebrate its achievements.
- Recognise, praise, and celebrate the commitment and achievements of colleagues, students, and other stakeholders.
- To be a positive role model of the values and behaviours that underpin the school vision.

Wider Responsibilities

- Take opportunities to develop professionally and share good practice to develop consistently high standards of teaching and learning.
- Work collaboratively with our partner schools to support pupils' transition.
- Facilitate the work of support staff to enhance pupils' progress.
- Support pupils to develop wider key skills.
- Uphold all school and Creative Education Trust policies.
- Attend and actively participate in meetings.
- Make a positive contribution to the wider life and ethos of the school.
- Assist in preparing the learning environment and act to ensure pupils' health and safety.
- Promote positive student behaviour in and around the school, to ensure a constructive working environment.
- Follow school policies and procedures, especially those relating to child protection, safeguarding, and health and safety.
- Advise and report to the Academy Improvement Board as appropriate to ensure strong accountability.

Strengthening Community

- Create and maintain an effective partnership and good communication with parents and carers to support and improve pupils' achievement and personal development.
- Support the events and activities which involve pupils, families, and communities beyond the academy day.
- Collaborate with other agencies and develop strategies to provide for the academic, spiritual, moral, social, emotional, and cultural wellbeing of pupils.
- Seek opportunities to invite parents and carers, faith representatives, community figures, businesses or other organisations into the academy to enhance and enrich the academy and its value to the wider community.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.
The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and ensure compliance with the Trust's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Academy they must report any concerns to their Line Manager or the Academy's Child Protection Officer.
The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.
The duties may be varied to meet the changing demands of each school at the reasonable discretion of the Headteacher and Deputy Headteacher.

JOB REQUIREMENTS:

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	Essential	Desirable
QUALIFICATIONS	• Qualified Teacher Status. • Degree.	• Evidence of continuous professional development. • NPQs.
EXPERIENCE	• Successful teaching experience and understanding of sound pedagogy. • Track record of raising standards across a whole school or across departments.	• Teaching experience within the primary age range. • Experience of leading a subject area or phase. • Experience as a Designated Safeguarding Lead.
KNOWLEDGE AND UNDERSTANDING	• Proven ability to plan and deliver structured and engaging lessons. • Demonstrable knowledge and understanding of effective behaviour management strategies and the ability to put these into practice. • Deep knowledge of what constitutes effective teaching and learning. • Ability to use evidence to inform practice. • Understanding of how children learn and the ability to translate this into classroom practice. • Demonstrable experience of devising effective strategies to support disadvantaged pupils. • Knowledge of current educational policy, recent educational research and initiatives. • Demonstrable understanding of accountability frameworks. • Evidence of leading development in teaching and learning. • Understanding of attendance processes.	• Successful experience of delivering whole school staff training. • Successful experience of research based/led whole school improvement.
SKILLS AND PERSONAL ATTRIBUTES	• Strong data analysis skills. • Ability to evaluate the quality of pupils' progress using a range of evidence.	

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	• Proven ability to coach and mentor colleagues effectively. • Excellent organisational skills. • Exceptional communication skills. • Excellent management skills, e.g. an ability to lead a team, motivate others, effectively develop staff, hold staff to account. • Proven ability to establish collaborative working relationships with staff. • Proven ability to establish productive professional relationships with children and parents/carers. • Resilience to manage one's own work pressure and the capacity to manage effectively the work of others. • Willingness to share expertise, skills, and knowledge and ability to encourage others to follow suit.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • **Empowering Ambition:** Supporting personal growth, innovation and high performance. • **Championing Equity:** Promoting fairness, inclusion and high expectations for every student. • **Unlocking Opportunity:** Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment.

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The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.