

Job Description: Assistant Headteacher (Year Leader and Assessment Leader)



Post Details

School:	Christchurch Junior School
Grade:	L7-11
Weeks per year:	Full time
Duration:	Permanent
Responsible to:	Headteacher

Main Purpose

To provide exceptional strategic leadership of the Year Leaders at Christchurch Junior School (CJS), ensuring that there is a clear and consistent vision for delivering the high expectations of Christchurch Junior and Twynham Learning Multi-Academy Trust (MAT). The role will ensure that there is a consistent approach to teaching and learning strategies, curriculum design and assessment across the school, and will work with Trust Leaders to identify, establish and implement a high quality, dynamic strategy for world class education across our school and MAT.

To provide exemplary leadership of a year group alongside providing excellent class teaching. This includes being a role model to colleagues and being prepared to support the development of teaching and learning strategies through a coaching model.

To lead colleagues through the Twynham Learning and Christchurch Junior School assessment processes.

Main Duties and Responsibilities

School Improvement

- To work in partnership with the Headteacher, Deputy Headteacher and Assistant Headteacher (SENDCo) in the leadership, management and strategic direction of our Junior School to secure its success and improvement, setting aspirational targets and standards.
- To actively support the core services team for Twynham Learning (TL) MAT in order to deliver our TL Strategy.
- To challenge underperformance and work as a member of the Strategic Leadership Team (SLT) to ensure rapid improvement where required.
- To be strategically accountable for outcomes and quality of provision across the school.
- To monitor, coach and develop relevant staff to high performance.
- To report on provision as required to the relevant authorities including but not limited to Headteacher, CEO, Trust Board and external agencies (Ofsted, DfE, LA).
- To contribute to the development and implementation of the School Development Plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it.
- To be accountable to parents, Local Advisory Board, MAT, Local Authority and other stakeholders for the achievement, progress and well-being of identified groups across the school, including those with SEND, vulnerable pupils, EAL pupils, Pupil Premium children.

- To use relevant school, local and national data to inform targets for development and further improvement for vulnerable groups of pupils.

Teaching and Learning

- To take a class teaching responsibility of 0.8.
- To contribute to the design and evolution of an engaging and broad curriculum.
- To support the vision, ethos and policies of the school and promote high levels of achievement for all children.
- To actively engage with research in order to develop evidence-based practice, so that we continue to raise the standards of teaching and learning across the school.
- To develop a classroom environment which is a model of high quality teaching, learning and behaviour, exemplifying this approach for colleagues.
- To contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice and providing advice and feedback.
- To develop specialist background knowledge, keeping up to date with the latest pedagogical developments and to attend relevant CPD events.
- To maintain efficient and effective management and organisation of learning resources to support inclusion and SEND intervention, by developing or identifying new resources, including ICT applications.

Leadership of Assessment

- To lead the Christchurch Junior School and TL approach to assessment, ensuring that data is used effectively across the school to enable the closing of attainment gaps and the acceleration of progress, especially for our most vulnerable pupils and those who are disadvantaged.
- To ensure that the school and Trust policies relating to assessment are regularly reviewed and updated in line with relevant legal frameworks.
- To contribute to the TL assessment meetings and play a key role in the ongoing development of this workstream.

Leadership and Management

- To support and deputise for the Deputy Headteacher and Headteacher, as and when required.
- To undertake coaching and mentoring relevant to improving and developing outstanding practice.
- To provide professional leadership and management of our Year Leaders to secure high quality teaching and learning for all children which leads to improved standards of achievement.
- To lead staff in providing excellent pastoral care of all our children.
- To be a Year Leader and Class Teacher.
- To ensure that the incoming and outgoing cohorts receive exceptional transition opportunities. Where applicable, this will involve liaising with other schools. This will incorporate developing and supporting transition opportunities across all year groups.
- To ensure that all safeguarding policies are implemented across all year groups and reflect the specific requirements of our most vulnerable children.
- To lead the appraisal process for our Year Leaders, ensuring a fair and robust process is in place which leads to their professional and personal development.
- To support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation.
- To develop and implement policies and practices which reflect the school's commitment to equal opportunities and inclusion.

Developing the school community

- To take a lead role in the school's pastoral work, supporting and upholding the school's policies on behaviour and anti-bullying.
- To actively participate in wider school life and activities.
- To develop policies and practice to promote the social, moral, cultural and spiritual development of all children in the school.
- With the Headteacher, develop links with parents, other schools, agencies and the wider community, in order to enhance teaching and learning and children's personal development.

Personal Attributes

- High quality leadership skills and the ability to manage 360 degree relationships.
- Highly positive and resilient individual who is flexible and responsive.
- Humble and with a clear vision around social equality and community alongside the determination to make a difference.
- Integrity and respect with a commitment to working within a high performance culture.
- Passionate about the learning journey of Key Stage 2 pupils, with a strong understanding of the importance of transition and core standards.
- An optimistic and flexible approach to the working life of school, including being prepared to work across Key Stage 2.
- Well-developed interpersonal skills.
- A working knowledge/experience of Key Stage 2 and ability to work anywhere within this scope.
- Leadership experience within a Key Stage 2 setting with evidence of discernible impact- (Ofsted, outcomes etc.)
- Deep understanding of pre and post Key Stage 2 learning, and how each of these influence our approach at Christchurch Junior School.
- Exceptional organisation and time management skills to identify, co-ordinate and deliver appropriate work-streams.
- Familiarity with accountability procedures and governance/Local Advisory Board.
- Appreciation of the importance of coaching and development as a key tool in leadership.
- Evidence of a desire to develop professional and personal attributes.

Other Duties

- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.
- Represent Twynham Learning/ Two Rivers Institute as and when required.
- May be expected to undertake leadership activities, as required, including short term secondment.

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.

Notes

This job description may be amended at any time in consultation with the post-holder.

Key to Acronyms Used/Glossary of Terms	
CEO: Chief Executive Officer CPD: Continued Professional Development DfE: Department for Education EAL: English as an additional language ICT: Information Communication Technology LA: Local Authority	MAT: Multi-Academy Trust SEND: Special Educational Needs and Disabilities TL: Twynham Learning