

Job Title	Associate Assistant Headteacher	Job Reference	
Location	Aureus School	Travel required	Occasional
Level/salary range	MPS/UPS + TLR1	Date posted	
<i>Job description</i>			
<i>Responsible to</i>			
Headteacher and / or Deputy Headteacher			
<i>Responsible for</i>			
To be the strategic lead for the communications Department (English, Literacy and MFL), working with the Headteacher and Senior Leadership Team in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources, in order to achieve them and monitoring progress towards them.			
<i>Job Purpose</i>			
<ul style="list-style-type: none"> • To support the Leadership Team in ensuring the delivery of a high quality and effective education service to the local community • To carry out the professional duties of the role of Associate Assistant Headteacher delegated by the Headteacher • In partnership with the Headteacher and the Senior Leadership Team, provide professional leadership and management of the quality assurance, monitoring of students and staff, tackling underperformance and raising standards • To be accountable for student achievement within areas of responsibility, effectively tracking and monitoring student achievement to ensure timely interventions where needed. • To lead, develop and enhance teaching practice within the subject areas of responsibility. • To evaluate the quality of teaching and learning across the communications faculty, securing and sustaining effective teaching of subjects and courses 			
<i>Key Responsibilities</i>			
<ul style="list-style-type: none"> • To lead flexibly, innovatively and responsively. • Effectively support the day-to-day leadership and management of the school, in line with the school's shared vision and values. • To raise the standards across the subject areas of responsibility. • To improve outcomes for students by regularly reviewing and assessing assessment procedures within the subject areas. • To work closely with other leaders to improve the quality of education for all learners resulting in strong outcomes for students. • To challenge, support and inspire every individual to achieve their best • To work collaboratively to ensure high standards of behaviour, teaching and learning across the school • To provide a range of opportunities so that students can succeed • Support the development and implementation of the vision and strategic direction of the school • Contribute to the whole school SEFDP with regards to the evaluation of learning and teaching on a whole school level • Set a clear vision and action plan for the designated areas of responsibility as allocated by the Headteacher • To have a significant, measurable impact in the areas of key responsibility 			
<i>Communication Department Lead Specific responsibilities</i>			
<ul style="list-style-type: none"> • Set high expectations which inspire, motivate and challenge all students <ul style="list-style-type: none"> ○ Be responsible for the quality and leadership of teaching and learning in the communications department. 			

- Monitor the delivery of the curriculum and the assessment of student progress to ensure that teachers and students work towards the highest standards of attainment and achievement.
- Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- Promote good progress and outcomes for students
 - Be accountable for securing the highest standards of student achievement across the English curriculum through effective monitoring, evaluation and review of teaching and learning and setting targets for improvement.
 - Lead the school's promotion of high-quality writing throughout the curriculum.
- Demonstrate excellent subject and curriculum knowledge
 - Act as a facilitator and coordinator of new initiatives and innovative practice in the teaching of the subjects.
 - Lead self-evaluation and quality assurance procedures across the department in line with school policy, including classroom observations, learning walks, book looks and feedback to staff.
- Provide strong department leadership
 - Lead, develop and enhance the teaching practice of others.
 - Be accountable for the strategic leadership and management of the Communications department, developing and implementing plans, policies, targets and practices within the context of the schools aims and policies.
 - Promote links with the wider community, including primary schools.
 - Lead the annual process of improvement planning at departmental level, including contributing to whole-school improvement planning.
 - Manage and deploy teaching staff, devolved budgets and physical resources within the department.
- Plan and deliver lessons
 - Plan and manage resources, teaching materials, teaching programmes, courses of study, methods of teaching and assessment.
 - Organise and lead collegiate activity time within the department, including departmental meetings and subject specific CPD activities.
- Make accurate and productive use of assessment
 - Use data to monitor progress, identify interventions and inform departmental strategic and lesson planning.
 - Ensure that all learners' needs are met within the department, including those with additional support needs.
- Manage behaviour effectively to ensure a good and safe learning environment
 - Ensure there is good behaviour amongst students in the department through the development and implementation of positive behaviour strategies in line with the whole school discipline policy.

Wider professional responsibilities

- Put students first in everything that you do.
- Be responsible for the leadership, management and strategic direction of colleagues.
- Review the CPD needs, career development and performance management of colleagues.
- Implement whole school policies dealing with pupil progress, assessment, pastoral care and student welfare.
- Work in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate.
- Be flexible in order to meet the constantly changing demands of this role.
- Work collaboratively with colleagues beyond the department and in other schools.
- Keep up to date with educational developments, strategy and thinking.
- Actively pursue professional development as a leader in education.
- Show commitment to the rigorous and continuous improvement of the school.

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| <ul style="list-style-type: none">● Demonstrate a positive commitment to working with stakeholders (students, members of SSB PCA, families, staff and other partners) to improve the performance of the school. |
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Safeguarding

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| <ul style="list-style-type: none">● Ensure a safe and supportive culture in the school.● Ensure the welfare of children is safeguarded and promoted in line with current best practice and local authority advice. |
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This job description is not intended to be all-inclusive. The duties of this post may vary, and the post holder may be required to perform other duties reasonably required by the senior leadership team.