

Tapton School Academy Trust

Job Description

Associate Assistant Headteacher – Equality, Diversity and Personal Development

Post Title:	Equality, Diversity and Personal Development
Purpose of the role:	To make a significant contribution to the leadership team by auditing and developing the whole school approach to personal development, equality and diversity.
Grade:	L8-12
Responsible to:	Headteacher
Accountabilities	Tasks
Proactive promotion and maintenance, in conjunction with the leadership team, of a shared school ethos of valuing everyone, caring for each other and achieving excellence	<ul style="list-style-type: none"> • Model high professional standards and promote the development of teaching and learning in line with the school development plan and school improvement priorities. • Actively promote diversity and equality through a programme of assemblies and form discussions. • Work closely with Form Tutors and Year Leaders to ensure staff feel confident and able to deliver the programme effectively. • Be proactive in the leadership of behaviour across the school to ensure our behaviour policy is followed, sanctions are consistently applied and interventions are effective. • Ensure, in conjunction with colleagues, that the school's equal opportunities policies/equality objectives are met and effectively implemented. • Lead and support colleagues to ensure that departmental and school policies are followed
Leadership of ongoing strategic development of personal development, equality and diversity	<ul style="list-style-type: none"> • Lead on and liaise within colleagues on the creation of the school development plan, ensuring equality and diversity are at its heart. • Lead and manage departmental reviews, examination performance analysis and development plans. • Lead on equality for staff
Development and maintenance of effective relationships with individuals and organisations including parents, the governing body, the LA and the wider community to further the achievement of the school's aims	<ul style="list-style-type: none"> • Liaise with all relevant external agencies • Develop excellent liaison with parents/carers of students • Develop and implement curricular and extra curricular activities, in partnership with other staff and agencies where appropriate. • Work with the school teams to ensure students receive appropriate support.
To have overall responsibility for ensuring the school's provision for equality, diversity and personal development represents best practice in all aspects and complies fully with National and local policies. To provide advice and guidance to the	<ul style="list-style-type: none"> • To keep up to date and disseminate all relevant information with regard to equality, diversity and personal development • To attend governing body meetings and run related training as appropriate. • Training staff with regard to the school's priorities for equality, diversity and personal development • Monitoring and evaluating procedures for the school to

Headteacher and Governing body on these matters.	ensure equality and diversity
Implementation of agreed aspects of the school's work to improve teaching and learning to ensure sustained high achievement and attainment	<ul style="list-style-type: none"> • Work with teachers to ensure all classrooms are inclusive • Carry out a curriculum audit to ascertain current provision across the school • Liaise with KS5 colleagues to develop a coherent and inclusive Personal Development programme is in place for students within the sixth form. • To work collaboratively with Subject Leaders and departments to map each aspect of personal development, ensuring all students access this provision
Responsibility for contributing to the interpretation of student attainment data to ensure the continuous improvement of student achievement	<ul style="list-style-type: none"> • Work with Progress Leaders to interpret and analyse student attainment data to ensure high outcomes for all groups of students.
Administration, accommodation, finance and resources	
Shared responsibility for the efficient running of the school through effective administration and communication at all levels	<ul style="list-style-type: none"> • Lead regular meetings to ensure that information is communicated clearly and promptly and that administrative procedures are supported • Attend Subject Leader briefings and forums • Attend leadership team meetings
To lead, plan and participate in appropriate continuing professional development	<ul style="list-style-type: none"> • To plan and organise appropriate training for team members. • To undertake CPD activities. • To lead on performance development for team members

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in the job description.

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applications or continued employment for an employee who develops a disabling condition.

This job description is current at the date of shown, but in conjunction with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the role which are commensurate with the grade and job title.

May 2021

**TAPTON SCHOOL ACADEMY TRUST
PERSON SPECIFICATION FOR THE POST OF**

Associate Assistant Headteacher – Equality, Diversity and Personal Development

Minimum Essential Requirements	Method of Assessment
Experience/Skills/Knowledge	<i>(e.g. Interview, Application form, test, assessment, etc)</i>
Significant experience of raising achievement of diverse groups of students across the ability range	Application form, references
Successful experience at motivating a team of staff to raise student performance and at enthusing them to develop new ideas and initiatives	Application form, references
A proven ability to work with, motivate and develop the professional skills of teachers and other staff	References
Experience of leading and managing effective and significant change	Application form, references
Experience in successful use of data and performance management for benchmarking leading to good or better student outcomes	Application form
Experience of working under pressure/successfully managing competing demands and deadlines	Application form, references
Good knowledge and understanding of issues related to underachievement and inclusion	Application form, interview
Awareness and understanding of wider educational issues	Application form, interview
Knowledge and understanding of recent curriculum developments, academic and vocational including Safeguarding children, legislation and practice	Application form, interview
Ability to maintain effective and positive working relationships at all levels	Application form, references
Ability to build productive relationships with students and parents	Application form, references, interview
The ability to communicate effectively both orally and in writing and with a variety of audiences across the whole school	Application form, interview, references
The ability to delegate, consult and be decisive	Application form, interview, references
Commitment to supporting whole school events and extra curricular activities	Application form
Qualifications/Training etc.(if any)	
QTS	Application form
Graduate in Further/Higher education (desirable)	Application form
Successful recent management experience leading to enhanced student attainment and high quality educational provision	Application form, references
Evidence of participation in CPD activities	Application form, references
Sustained successful experience as a classroom practitioner across the age and ability range	Application form, references
Work Related Circumstances (including Working Conditions)	
Tapton school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	