

Job Description

Note: The exact nature of this senior role will be dependent upon the specific skills and attributes of the successful appointee.

Title & Grade of Post:	Associate Assistant Headteacher/Head of Mathematics, Business and Computing ISR: L7 – L11
Job Purpose:	<ul style="list-style-type: none"> • To support the Headteacher in carrying out his/her responsibilities and to carry out duties as assigned by the Headteacher and Deputy Headteachers • As a leading professional, to actively promote outstanding teaching, learning, academic progress and pastoral care across the school • To assume a specific whole school responsibility sometimes alongside a middle leadership portfolio, as assigned by the Headteacher and to undertake any professional duties of the Headteacher as reasonably delegated
Reporting to:	The postholder is responsible to the: <ul style="list-style-type: none"> • Headteacher and or Deputy Head
Responsible for:	The postholder is responsible for: <ul style="list-style-type: none"> • Any member of staff the Headteacher delegates line management responsibility for
Professional Relationships:	The postholder will also be expected to network and liaise with colleagues in local schools and wider, to ensure a consistency of approach
Specific Responsibilities and Accountabilities	<ul style="list-style-type: none"> • In partnership with the Headteacher and trustees establish and implement an ambitious vision and ethos for the future of the school • Contribute to the strategic development of Woodbrook Vale School and to whole school self-evaluation and improvement planning • Carry out the duties of this post in line with the remit outlined in the current <i>School Teachers' Pay and Conditions Document</i> • Adhere to the Professional Teacher Standards and consistently model high standards of professional behaviour • As a Designated Senior Person (DSP), be responsible, alongside other senior leaders, for the safeguarding of students and contribute to managing the behaviour of students • Maintain a clear understanding of contemporary educational developments, accountability measures and initiatives at national, regional and local level and lead in their implementation where appropriate • Report regularly to trustees in support of the Headteacher • Promote staff welfare across the school • Support the Headteacher in contributing to the staff appraisal and capability processes • Lead by example to motivate and work with others • In partnership with the Headteacher and Deputy Head Teachers, lead by example when implementing and managing change initiatives • Promote a culture of inclusion within the school community where all views are valued and taken in to account • 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 and Deputy Headteachers to raise standards through staff performance management

	<ul style="list-style-type: none"> • Work in partnership with the Headteacher and Deputy Headteachers in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented • Support the development of collaborative approaches to learning within the school and beyond • Be an excellent role model for both staff and students in terms of being reflective and demonstrating a desire to improve and learn • Working with the Headteacher and Deputy Headteachers, undertake key activities related to professional, personnel/HR issues • Ensure a consistent approach to your area of whole school responsibility amongst all staff. • Be a proactive and effective member of the senior leadership team • To undertake any professional duties, reasonably delegated by the Headteacher
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified in this document

Generic Duties & Accountabilities	<ul style="list-style-type: none"> • The accountabilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities as set out within DfE statutory guidance • This job description is indicative in terms of duties and responsibilities. Indicative duties are neither definitive nor exhaustive and do not reflect a contractual entitlement. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that falls within the general character of the post. This can include duties not specified in this job description • Employees are expected to be courteous to colleagues and provide a welcoming environment to parents and visitors • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition • This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title
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Print Name:

Signed: (Postholder) Date:

Signed: (Headteacher) Date: