MATRAVERS SCHOOL

Associate Assistant Headteacher

(L7-12)

The focus of this role is to lead a significant area of the school whilst also leading a whole school responsibility. This role is designed to support the delivery of the whole school vision through engagement with a range of stakeholders.

This role requires the post-holder to meet the professional standards for teachers and to carry out the duties of a teacher and leader in accordance with the provisions of the School Teachers' Pay and Conditions Document.

Reports to: Relevant member of Leadership Team

The Role:

In addition to the role of leading a bespoke area within school the post holder will also have responsibility for wider aspects of the delivery of the school vision.

The main responsibilities of the role are:

- To lead the curriculum development in a designated area ensuring that the highest standards are achieved.
- To liaise with and have a significant input to the design of the curriculum, ensuring it is appropriate, ambitious for all and in line with best practice.
- To support extensive continuous professional learning across the team.
- To provide effective leadership to the curriculum teachers and other colleagues so as to set the tone for the curriculum area.
- To lead on wider elements of delivering the school vision.
- To undertake a designated teaching commitment.

General duties and responsibilities:

- To actively support and contribute to the ethos of the school.
- To be an active member of the wider Leadership Team of the school, with a visible presence, modelling expectations to staff and pupils.
- In collaboration with the Headteacher and Senior Leadership Team, identify and plan for the future needs of the school.
- Contribute to the day-to-day running of the school, eg: Duties; supervision.
- Support a culture and team ethic to secure the highest standards across the school.
- Prepare and deliver communications to a range of stakeholders as required.

- Contribute to policies, lead in their implementation and monitor their operation.
- Provide support for all members of staff as required.
- Promote good, effective working relationships between all members of the staff community.
- To promote high standards in conduct and enforce School rules.
- To liaise with parents over matters of concern regarding their child.
- To advise on the appointment of new staff and assist with selection as required.
- To play a contributory role in the development of the strategy of the school.
- To carry out regular lesson observations, learning walks, drop-in sessions and work scrutiny as part of the school's quality assurance and appraisal system.

Teaching and Managing Student Learning – Ensure:

- Appropriate teaching and learning methods to meet the needs of different pupils.
- Pupils are challenged in their lessons and that work is provided at an appropriate level for all individuals.
- The use of appropriate teaching and learning strategies will raise the personal and educational achievement of individual pupils.
- Development of a wide range of enrichment activities.

Assessment and Evaluation

- Support in the analysis and interpretation of relevant national, local and School data, research and inspection evidence to inform policies, practices, expectations, targets and personal and educational development methods.
- Maintain clear policies and practices for assessing, recording and reporting on pupils' personal and educational achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.
- Ensure that information about pupils' personal and educational development in previous classes is used effectively to secure good progress.

Pupil Achievement

- Use data effectively to identify pupils who are under achieving and, where necessary, create and implement effective plans of action to support those pupils.
- Use clear and appropriately challenging targets for pupils' personal and educational development and evaluate progress and achievement by all pupils.

Managing own performance and development

- Model high levels of integrity and be able to contribute to a cohesive team based on mutual respect.

- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, management and involvement in School development as a leader.
- Set and achieve challenging professional goals.
- Take responsibility for their own professional development.

Managing and Developing Staff and other Adults

You will be expected to:

- Help staff to achieve constructive working relationships with pupils, remaining positive and leading by example.
- Provide support to teachers and other staff in developing their expertise and classroom practice.
- Develop constructive working relationships with staff, devolving responsibilities and delegating tasks where appropriate. Evaluating practice and developing an acceptance of accountability.

Other Professional Requirements

- Attend and participate in School meetings with a full range of stakeholders.
- Take an active part in the school life.

This job description will be reviewed as required and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.