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|  | **JOB DESCRIPTION****Associate Assistant Headteacher** **(Personal Development)** |  |

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| **Purpose:** | As a member of the Senior Leadership and Management Team (SLMT), to support the realisation of the school’s aims and objectives, formalisation and implementation of policies and the establishment of a student-centred ethos which leads to effective learning and the very best outcomes for all students. |
| **Reporting to:** | Headteacher, Deputy Headteachers, Assistant Headteachers |
| **Responsible for:** | Teachers, support staff, students and school resources |
| **Liaising with:** | Senior Leadership and Management Team (SLMT), teaching and support staff, parents & carers, governors, relevant external agencies |
| **DBS Check** | Enhanced Level |
| **Working Time** | In accordance with the current Teachers’ Pay and Conditions Document |
| **Salary** | TP&C, Leadership Scale, Points L7-L13 £57,831 to £66,919. |
| **Contract** | Permanent  |

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| **DUTIES** |
| **SECTION A****Strategic Leadership and People Management** | 1. Develop policies, procedures and practices that lead to effective learning and the very best outcomes for all students
2. Contribute to the formation, implementation and monitoring of the School’s Whole-School Development Plan and Self-Evaluation Form
3. Support the school’s annual appraisal cycle for all staff and undertake objective setting and review meetings with designated teachers
4. Actively promote the school’s policies, procedures and codes of practice, including those relating to Safeguarding, Health and Safety, Equal Opportunities, Appraisal etc.
5. To participate appropriately in the school’s Quality Assurance processes in order to monitor and evaluate the quality of learning and teaching
6. Attend and contribute to the daily SLMT morning briefing
7. Attend and contribute to the weekly SLMT meeting
8. Attend after-school events, in accordance with specific responsibilities and the agreed SLMT attendance rota
9. Attend and contribute to the annual Leadership Conference
10. Provide liaison support for a year group and being responsible for overseeing the academic progress of students in a designated year group
11. Lead by example and promote and enable teamwork in pursuit of corporate excellence.
12. Prepare reports for SLMT and the Local Governance Committee as required
13. Carry out general administrative duties in support of the running of the school
14. Understand the importance of inclusion, equality and diversity both when working with students and colleagues and promote equal opportunities for all
15. Be a role model, upholding excellent professional standards at all times and adhere to the behaviours and attitudes outlined in the “TRS SLMT Expectations” document
16. Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)
17. Carry out the duties and responsibilities outlined in Section C, understanding that these will be reviewed on an annual basis in accordance with the changing requirements of the school
18. Undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher
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| **SECTION B****Learning, Teaching and Managing Behaviour**  | 1. Undertake an appropriate teaching commitment and associated duties in accordance with school policy and Teachers’ Pay and Conditions of Service
2. Conduct ‘Walk the Building’ school tours when timetabled to do so
3. Attend timetabled meetings with senior colleagues and pastoral staff when timetabled to do so
4. On a rota, share in the management of the behaviour of students at social times, including break, lunch and at the beginning and end of the day
5. Take assemblies on a rota basis
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| **SECTION C – TO BE REVIEWED AND AGREED ON AN ANNUAL BASIS IN ACCORDANCE WITH THE NEEDS OF THE SCHOOL****2024-25:****Personal Development**  | 1. **Provide senior strategic leadership of, and operational support for the ‘Personal Development’ of students in all year groups.** This is defined as:
	1. developing responsible, respectful and active citizens who are able to play their part and become actively involved in public life as adults;
	2. developing and deepening students’ understanding of the fundamental British values of democracy, individual liberty, the rule of law and mutual respect and tolerance;
	3. promoting equality of opportunity so that all students can thrive together, understanding that difference is a positive, not a negative, and that individual characteristics make people unique;
	4. promoting an inclusive environment that meets the needs of all students, irrespective of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation;
	5. developing students’ ‘character’, a set of positive personal traits, dispositions and virtues that informs their motivation and guides their conduct so that they reflect wisely, learn eagerly, behave with integrity and cooperate consistently well with others;
	6. developing students’ confidence, resilience and knowledge so that they can keep themselves mentally healthy;
	7. enabling students to recognise online and offline risks to their well-being – for example, risks from criminal and sexual exploitation, domestic abuse, female genital mutilation, forced marriage, substance misuse, gang activity, radicalisation and extremism – and making them aware of the support available to them;
	8. enabling students to recognise the dangers of inappropriate use of mobile technology and social media;
	9. developing students’ understanding of how to keep physically healthy, eat healthily and maintain an active lifestyle, including giving ample opportunities for students to be active during the school day and through extra-curricular activities;
	10. developing students’ age-appropriate understanding of healthy relationships through appropriate relationships and sex education;
	11. supporting readiness for the next phase of education, training or employment so that students are equipped to make the transition successfully
2. Provide senior strategic leadership of, and operational support for, the Careers Information, Education Advice and Guidance for all year groups
3. Provide senior strategic leadership of, and operational support for the delivery of Relationships, Sex and Health Education to all year groups
4. Support the development and delivery of Spiritual, Moral, Social and Cultural education across the curriculum
5. Monitor the engagement of all students (including vulnerable cohorts) in extra-curricular activities
6. Oversee the school’s Student Leadership programme
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| These above job requirements are specific to the role and complement the duties of an Associate Assistant Headteacher as defined in the current Teachers’ Pay and Conditions Document. **This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.** |
| **Date: March 2025** | **Head teacher: J. P. Cregg**  |