

<b>Job Title</b>	Associate Assistant Headteacher
<b>Scale</b>	L1 – L5
<b>Reporting to</b>	Headteacher

### Job Purpose

- To work closely with senior leaders in maintaining a coaching culture for teacher development that supports the school in driving high standards and expectations of all;
- To lead, develop and support outstanding quality first inclusive teaching and learning practice, whereby all pupils, including those with particular learning needs, make the required progress and realise their potential;
- To provide bespoke intervention for pupils who need to 'catch up' in the core subjects;
- Contribute to planning curriculum lessons that target pupils of all abilities;
- Take responsibility for day to day management of the school in conjunction with the senior leadership team;
- Support leaders in the completion of self-evaluation and school development plans.

### Key Responsibilities and Accountabilities

The exact role and specific responsibilities of the Associate Assistant Headteacher will be dependent on the successful candidate's previous experience. This will be agreed annually and will change, reflecting the needs of the school. This role provides the post holder with an opportunity to gain experience in all aspects of leadership in preparation for future career progression.

#### Leadership and Management

- To share responsibility for the day to day management of the school;
- To fully support whole school policy decisions, contribute to their initiation and sustain their implementation and review;
- To work with colleague across the Trust to enhance teaching and learning and the implementation of our thematic curriculum;
- To contribute to discussions and decisions at leadership team meetings;
- To communicate and consult with staff, pupils, parents and members of the local community as necessary;
- To support the Headteacher in managing the review cycle of school policies and act as a role model in the implementation of these policies.

#### School, ethos and culture

- Maintain a strong school community, characterised by consistent, orderly behaviour, caring and respectful relationships;
- To maintain a high visible presence around the school ensuring that the highest standards of behaviour are upheld; contributing to the overview and review of student behaviour as required;
- To be active in issues of staff and pupil welfare and support;
- To demonstrate a commitment to equality of opportunity for all members of the school community;
- Maintain the school culture and ethos that is committed to achievement for all;
- Develop and maintain strong partnerships and ensure regular and productive

communication with parents.

### **Teaching and Learning**

- To identify strategies for raising the attainment of all pupils;
- Lead on the training and development of teaching staff to improve the quality of teaching and raise the level of challenge and support in lessons;
- Use regular assessments to monitor progress, set targets and respond accordingly to the results of such monitoring;
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level;
- To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment.

### **Other duties and responsibilities**

- Promote high standards of personal professional conduct and integrity in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with Trust policies and procedures including child protection, financial regulations, health, safety and security, confidentiality and data protection;
- Contribute to the guiding principles and values of the Trust;
- Attend and participate in relevant meetings as required;
- Flexible and willing to work between different sites as required;
- Undertaking such duties as reasonably correspond to the general character of the post and commensurate with being a member of the school's senior leadership team.

Other reasonable duties commensurate with the scale of the post as directed by the Headteacher.

**The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

### Person Specification

			Assessed by:	
No.	Categories	Essential or Desirable	App Form	Interview or Task
Qualifications				
1.	Qualified to teach and work in the UK;	E	✓	
2.	Qualified to degree level/PGCE or equivalent qualifications;	E	✓	
Experience and Knowledge				
3.	Experience of prior successful leadership at middle/other level with accountability for improving teaching and learning;	D	✓	✓
4.	Experience of having led, or significantly contributed to the success of a school and a track record of outstanding results including disadvantaged pupils;	E	✓	✓
5.	Experience of having improved and sustained an effective behaviour management policy;	D	✓	✓
Leadership				
6.	Effective leadership style that encourages participation, innovation and confidence;	E	✓	✓
7.	Ability to lead, coach and motivate staff in their development of pedagogy and practice;	E	✓	✓
8.	Ability to develop the leadership skills of others;	E	✓	✓
9.	Strong interpersonal, written and oral communication skills;	E	✓	✓
10.	Takes personal responsibility for their own actions;	E	✓	✓
11.	Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction;	E	✓	✓
12.	Genuine passion and a belief in the potential of every pupil;	E	✓	✓
13.	Commitment to the safeguarding and welfare of all pupils;	E	✓	
Vision and Strategy				
14.	Vision aligned with the Trust's high aspirations and high expectations of self and others;	E	✓	✓
15.	Understands how to set high aspirations and effective strategies for the school across all ability groups;	E	✓	✓
16.	Clear understanding of the strategies to establish consistently high standards of behaviour and commitment to relentlessly instilling these strategies;	E	✓	✓

17.	Strong organisational skills and the ability to delegate;	E	✓	✓
18.	Effective use of data to inform and diagnose weaknesses that need addressing;	E	✓	✓
<b>Leading Learning</b>				
19.	Understand what outstanding inclusive teaching practice looks like, and how to diagnose and implement effective strategies to raise learning standards;	E	✓	✓
20.	Be able to demonstrate and model effective teaching practice to others so they quickly improve;	E	✓	✓
21.	Have experience of leading and evaluating INSET, which impacts on standards in the classroom;	D	✓	✓
<b>Leading External Relationships</b>				
22.	Can skilfully manage and maintain effective working relationships with parents and other stakeholders;	E	✓	✓
<b>Other</b>				
23.	Commitment to the equality of opportunity and the safeguarding and welfare of all pupils;	E	✓	✓