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|  | **JOB DESCRIPTION****Associate Assistant Headteacher** **(Transition)** |  |

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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:****Transition**  | 1. **Provide senior strategic leadership of, and operational support for, the successful transition of students at all Key Stages (2-3, 3-4 & 4-5)**

 1. Plan, organise and deliver the school’s Open Evening event for potential future students
2. Conduct regular visits to primary schools, especially those who regularly provide a significant number of applications to TRS
3. Facilitate the smooth transition of students joining TRS each September
4. Liaise with the school’s SENCO to ensure that all potential applications from students with additional needs are identified at the earliest opportunity and that enhanced transition arrangements are in place
5. Liaise with feeder primary schools to obtain required information for students enrolled at TRS
6. Liaise with colleagues from the Cranmer Education Trust and represent the school at Appeals Meetings
7. Communicate regularly with parents & carers to inform them of the transition process and obtain the required induction documentation
8. Organise and coordinate the school’s Induction Day
9. Manage and lead the school’s New Parents’ Evening
10. Work closely with the Year 7 pastoral team to collate and distribute sensitive information relevant to a smooth transition
11. Take a leading role in the planning, organisation and delivery of ‘Summer School’
12. Plan the Year 7’s first day in September and ensure that information and training is provided for all relevant staff, including Year 7 PLGs
13. Provide additional pastoral support to the Year 7 Manager and SLMT liaison
14. Identify students who start at TRS below the expected level, support HOFs for English and Maths and the SENCO, and track progress to ensure that they catch up by the end of Year 7
15. Promote the application of ICT, interactive resources and remote learning for Year 7 students, especially the use of VTLE
16. Help to monitor student attendance together with students’ progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
17. Support the Deputy Headteacher (Quality of Education) with the ‘Options’ process for Year 9 students about to enter Key Stage 4
18. Attend Options Evening
19. Liaising closely with the Year 9 pastoral team and Curriculum Leaders, support the allocation of students into their KS4 subjects, ensuring appropriate choices have been made and that classes contain suitable and positive combinations of students
20. Support the AAHT (Personal Development) and the Year 11 pastoral team with the transition to Key Stage 5
21. Provide support for activities such as college taster days, Post-16 events in school and the college applications process
22. Liaise with Curriculum Leaders of vocational subjects and support the creation and maintenance of suitable links with Post-16 providers, with the purpose of improving the curriculum in each relevant subject
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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**  |