

JOB DESCRIPTION

Assistant Headteacher – with responsibility for supporting with Assessment and Pupil Outcomes

Reporting to: Headteacher

Location: Chilwell Croft Academy

Grade/salary: Leadership - 3-8 (£44,331 to £50,151pa)

Pay progression: *Incremental progression within the grade will be subject to professional criteria-based performance assessment*

Job Purpose

- To support the Headteacher and Deputy Headteacher in the strategic leadership of the school to achieve the outcomes that are legally required by government legislations and the School Improvement Plan adopted by the Trust.
- The focus of this post is to ensure that high standards of Teaching and Learning are maintained and students continue to achieve aspirational standards. This post will be line managed by the Headteacher.
- To lead a class ensuring high standards of teaching and learning whilst maintain positive relationships.

Key Responsibilities

Strategic Leadership

- To support and promote high expectations of every child in Chilwell Croft Academy
- To promote the vision of excellent teaching and learning in our academy
- To contribute to the analysis of data across the academy to inform planning
- To work with the Head and Deputy Headteacher to ensure that the school SEF is rigorously maintained.
- To support the Head and Deputy Headteacher in the on-going reviews of staff roles in the academy as they develop
- To lead in ensuring the effectiveness of the Positive Discipline for Learning Programme and ensure that all staff receive support in order that they use the programme effectively and consistently
- To be responsible with the senior leadership team for the performance management and development of teaching staff within the school.

Leadership of Assessment and Pupil Outcomes

- To take responsibility for organising and conducting student and parent reviews.
- To lead on ensuring that pupil progress against targets is measured using a range of monitoring and scrutiny methods including the production of interim reports to be sent to parents
- To identify barriers to learning and ensure that effective strategies are put in place to address these
- To liaise and work with a range of external services in ensuring the well-being and access to learning of pupils in the relevant year groups.
- To organise appropriate out of school learning activities in order to provide students with a variety of experiences and opportunities, but talking care to ensure risk assessment procedures are followed
- To help co-ordinate support staff in order to ensure they are used effectively to enhance learning.
- To lead the development and implementation of Assessment and Pupil Outcomes.
- To monitor pupil progress in order to identify groups and cohorts of pupils who are underachieving and ensure strategies are put in to place to address this.

This job description can be flexible to suit the strengths of the right candidate so could be amended upon appointment should this be necessary.

This job description is normally subject to an annual review. It may be amended at the request of the Headteacher or post holder but only after full consultation with the post holder.

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

PERSON SPECIFICATION ASSISTANT HEADTEACHER

Method of Assessment (MOA)

AF Application form	-	C Certification	-	I - Interview	-	T – Test or Exercise	-	P - Presentation
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Criteria	Essential/Desirable (E/D)	MOA
Qualifications/Education NB: Full regard must be given to overseas qualifications	Evidence of regular and appropriate professional development in teaching practice	AF/C
	Evidence of regular and appropriate professional development in school leadership and management	AF/C
		AF/C
Experience Relevant work and other experience	Successful teaching experience	AF/I
	Understanding of how children learn in a high achieving and successful school	AF/I/T
	Responsibility for leading a core subject across the school / a project that influences the whole school.	AF/I/T
	Building and sustaining effective working relationships with staff, governors and parents in the wider community	AF/I
Skills & Ability	Evidence of strong professional subject knowledge	AF/I/T
	Understanding of the new OFSTED framework regarding learning and teaching and leadership and management	AF/I
	Ability to plan lessons effectively for all pupils in a class setting clear learning intentions and differentiating tasks and ability to demonstrate best practice to colleagues	AF/I
	Knowledge and understanding of positive behaviour strategies and dealing with specific behavioural issues Ability to coach and mentor individuals to	AF/I

	<p>achieve specific outcomes Ability to challenge and inspire colleagues</p> <p>Strong ICT skills including use of interactive whiteboard for teaching</p> <p>Clear understanding and commitment to safeguarding procedures</p> <p>Ability to analyse data and pinpoint key issues to inform staff regarding the way forward</p>	
Behaviours	<p>To relish challenge and perform effectively in this significant key role</p> <p>The ability to synthesise information quickly and effectively whilst maintaining an intensive workload</p> <p>Ability to enthuse and motivate</p> <p>Have the highest of expectations for yourself and your students</p> <p>Flexible and adaptable with a can-do attitude.</p> <p>A willingness to personally embrace and celebrate the ethos and values of the Trust.</p> <p>To proactively take the time to develop yourself and (where applicable) others through training, coaching, mentoring etc.</p>	<p>AF/I/</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Name: _____

Sign: _____

Date: _____