

Job Description

Post Title	Assistant Headteacher – Learning Provision
Responsible for	Leading all aspects of Learning Provision
Responsible To	Headteacher / CET Director of Learning Provision
Salary	L10-L14

Main Purpose:

To work in partnership with the Headteacher, to improve the educational standards and provision for all students.

To promote CET's values and vision.

Role specific priorities:

- Lead the Learning Provision Team.
- Lead and develop a culture in which the principles of inclusion and equality are both visible and demonstrable to all stakeholders and which celebrates diversity, encourages respect for difference, encourages the inclusion of individuals from different backgrounds and cultures and strengthens community links.
- Develop a structure for managing student attitudes and behaviour which enables each student to achieve their potential, including the management of personalised pastoral care, student welfare, effective anti-bullying procedures and the successful resolution of bullying incidents.
- To ensure attendance is a high focus and improving across the school.
- Take responsibility for promoting and safeguarding the welfare of students, ensuring full compliance with expectations of schools including training staff and the Local Advisory Board.
- Oversee the development of a whole school approach to personalised pastoral care which seeks to instill outstanding levels of personal conduct, effort, achievement and behavior.
- Design and have oversight of professional development programmes.
- Have joint responsibility, with the CL - PD, for tutor time and assemblies.
- Collaborate with parents and with other agencies to ensure that the school meets the wider needs of its students, staff and the local community.
- To be responsible for developing and coordinating the wider extra-curricular programme across the school.
- Develop the school as an asset for the local community, in line with the CET's vision, to enable all to benefit from the opportunities for education, training, health, fitness and recreation.
- Ensure the school reflects an inclusive ethos which actively values and promotes diversity and supports students to become successful, active citizens committed to British values.
- To manage positively those individuals and groups who present viewpoints that are opposed to those who strive for a more harmonious community.
- Work closely with the Director of Learning – Sixth Form & Safeguarding, in relation to safeguarding and Sixth Form provision.

Main Tasks:

Strategic Direction and Development of the School

- Establish and promote the vision, ethos and policies of CET and the school and promote high levels of achievement.
- Alongside the Headteacher, to deliver vision, direction and strategic leadership for the school in order to build on its strengths and develop it into an exceptional school.
- In partnership with the Headteacher, to develop a strategic vision and plan for the school, to prepare and implement the School Improvement Plan and to evaluate its effectiveness in bringing about improvement.
- In partnership with the Headteacher, ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- In partnership with the Headteacher, ensure that school policies and practices take account of national, local, Trust and school requirements.
- In partnership with the Headteacher, monitor, evaluate and review the impact of policies, priorities and targets of the school in practice and take effective action when necessary.
- Together with the Headteacher, to ensure that the school provides a caring, nurturing environment where children can feel safe, secure and comfortable, enabling them to focus on learning.
- To act as a sounding board and critical friend to the Headteacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism whilst publicly supporting all decisions of the Headteacher, CEO, the Local Advisory Board (LAB) and the Trust.

Teaching and Learning

- In partnership with the Headteacher, secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum experiences and students' wellbeing.
- To provide an example of excellence as the leading classroom practitioner, thereby inspiring, motivating and supporting other staff.
- To work with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school.
- Together with the Headteacher, to monitor and evaluate the quality of teaching and standards of student achievement, including the strategic use of analysis of performance data, and to set targets for improvement.
- Alongside the Headteacher, to develop a broad, creative curriculum that meets the needs of all students and which enriches their learning.

Leading and Managing Staff

- To support the Headteacher in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership.
- To work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement; including his/her own continuing professional development.
- To manage the operational day-to-day staffing issues, including staff absence and supply teachers.
- To line manage and review the performance of staff, as directed by the Headteacher.

- To lead pastoral support programmes across the school by working in collaboration with others as appropriate, and to analyse data and report to stakeholders.
- To support the induction and support of new staff, and the mentoring of NQT's, work experience and volunteers.
- To deputise for and represent for the Headteacher as appropriate.
- Manage own workload and that of others to allow an appropriate work/life balance.

Efficient and Effective Deployment of Staff and Resources

- In consultation with the Headteacher, to deploy staff and resources efficiently and effectively in order to meet the objectives set out in the School Improvement Plan.
- To work alongside the Headteacher and CET's Central Finance Team in delivering budgetary decisions.
- To ensure that the staffroom and communal areas are well organised and fit for purpose.

Leading Assessment

- To take a role in monitoring, evaluating and tracking student progress throughout the school and adding to school self-evaluation and school improvement.
- To gather, analyse and evaluate evidence of children's progress across the school to inform provision and practice.
- To identify development needs and lead improvement in teaching and learning.
- Support the identification and achievement of performance objectives which will enhance the teaching practice of staff.
- To ensure continuity and progression in all aspects of teaching and learning.
- To plan and deliver appropriate CPD programmes that will support staff in raising standards.
- To contribute to the development of whole school strategies to improve assessment / curriculum practice.
- To ensure that consistent practice is implemented so that effective teaching and learning can take place.

Accountability

- To be an effective member of the Senior Leadership Team and be actively involved with the day to day management of the school.
- To attend LAB meetings and other meetings as appropriate.
- To ensure that standards and achievement across the school are good to outstanding for all students.
- To ensure that teaching and learning across the school are good to outstanding for all students.
- Carry out any such duties as may be reasonably required by the Headteacher, CEO, Trust Board and the Local Advisory Board (LAB).

Communication

- Collate correspondence (e-mail, telephone and written) from internal and external sources.
- Handle enquiries and complaints from external agencies and stakeholders.
- Facilitate communication between the school and the wider Trust.
- Ensure correct escalation of any issues (particularly complaints and safeguarding issues).

General

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of CET and the school.
- Attend and participate in regular meetings/briefings.
- Participate in training and other learning activities and performance development as required.
- Act in a manner which displays the utmost confidentiality and respect of student and staff records at all times.
- To undertake other duties commensurate with the post to ensure the smooth operation of the responsibilities of the team.
- To comply with Data Protection & GDPR policies.
- Other duties in support of the establishment as decided by the Headteacher within the scope of this post.

Safeguarding:

CET is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

Review:

It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is CET's aim to reach agreement on any alterations.

Person Specification

Post Title: Assistant Headteacher

	ESSENTIAL	DESIRABLE
Qualifications and Experience (Career Development)	<ul style="list-style-type: none"> • Qualified teacher status • Minimum 3 years' secondary years teaching experience • NPQSL or willingness to work towards this. • Evidence of recent and relevant CPD. 	<ul style="list-style-type: none"> • Experience as Year Group / Key Stage Leader.
Knowledge of Teaching, Curriculum and Assessment	<ul style="list-style-type: none"> • Evidence of consistently 'good' and 'outstanding' teaching. • Proven ability in using strategies to raise achievement for all groups of learners. • Good knowledge and understanding of the National Curriculum and an ability to lead and raise standards across the curriculum. • Sound understanding of assessment and its impact on children's achievement. • Have knowledge of current educational thinking including new and impending initiatives. • Can demonstrate an understanding of how to create a thirst for knowledge and a love of learning amongst students. • Capacity to create a fully inclusive classroom where all students make good progress. 	<ul style="list-style-type: none"> • Experience of monitoring and evaluating the quality of pastoral and wellbeing needs of students. • Good understanding of SEND, pupil premium and Disadvantaged strategies. • Good knowledge of intervention packages and solutions to raise attainment for vulnerable groups.
Leadership Qualities	<ul style="list-style-type: none"> • Ability to work as part of the Senior Leadership Team to develop a vision and strategic plan for the school. • Ability to motivate, inspire and contribute creativity to the team • Proven ability to foster constructive links with parents, the community, local schools and the wider Trust staffing body. 	<ul style="list-style-type: none"> • Experience of working with local governors / Trust Board. • Understanding of challenges that face leadership team within an Academy/Trust structure.



<p>Management Skills</p>	<ul style="list-style-type: none"> • Concise understanding of curriculum and teaching and learning strategies that impact student outcomes. • Ability to manage change. • Ability to manage resources. • Understanding of School Improvement planning 	<ul style="list-style-type: none"> • Experience of controlling a budget. • Experience of positive engagement with parents and conflict resolution.
<p>Key Personal Qualities and Characteristics</p>	<ul style="list-style-type: none"> • To have highly effective interpersonal skills. • An understanding of a range of managerial styles including coaching and mentoring to develop colleagues. • Personal presence and confidence; warmth and sensitivity; flexibility and maturity of approach. • Ability to prioritise and with good time management 	
<p>Equal Opportunities</p>	<ul style="list-style-type: none"> • Demonstrable commitment to inclusive teaching and learning. • Awareness of the effects of discrimination on students, parents, colleagues and policy. 	