

JOB DESCRIPTION

Post: Associate Assistant Headteacher
Scale: Leadership Pay Scale

Essential Qualifications and Training

- Qualified Teacher Status to degree or equivalent.
- Evidence of recent professional development (in part relevant to senior management activity)

Experience and Potential

- Those who are looking to step into a leadership role.
- Those who have experience of leading a whole academy initiative
- Those who have demonstrated leadership and management experience with demonstrable impact

Skills and Abilities

- Significant successful teaching experience and excellent classroom practitioner.
- Effective communicator.
- Solution focused thinker.
- Knowledge and understanding of current educational priorities.
- Ability to articulate a sound educational philosophy consistent with the school's aims.
- Enthusiasm and ability to inspire learners.
- Flexibility.
- A willingness to learn from others.
- Sensitivity and empathy to pupils' needs.
- Ability to offer a range of teaching and learning styles.
- Ability to use ICT in an educational context.
- Ability to lead and manage colleagues and to get the best out of them.

Disposition and Attitude

- Commitment to comprehensive education.
- Cheerful, optimistic, and hard-working.
- Emotional intelligence which is courageous in challenge and persuasion.
- Resilience.
- Belief in pupil-centred approaches to teaching and learning.
- Belief in equal opportunities.
- Belief in community learning.
- Suitability for Working with Children.
- Understand their responsibilities related to children's safety and welfare



PERSON SPECIFICATION

We always seek to appoint colleagues who possess core attributes that are consistent with our School's special culture and ethos. These are listed below. For senior leadership posts additional knowledge, experience and skills are sought. All of these aspects will be reviewed through the full recruitment and assessment process.

Essential senior leadership knowledge, experience and skills

- Whole school strategic leadership experience at Senior Leadership Team level
- Able to demonstrate significant and sustained impact at a whole school level and particularly in the development of English provision
- Significant demonstrable impact in leading and line managing curriculum areas – especially English
- Experience of working with and developing high performing teams and schools, inspiring and motivating others to be their best
- Developed leadership and management skills – an attention to quality and detail
- Understanding and utilising high level performance data to improve outcomes
- Outstanding teaching - able to coach, mentor, support, and develop colleagues
- Design, lead, collaborate on staff professional development and training
- Setting ambitious standards for all students, overcoming disadvantage and advancing equality
- Lead by example through a blend of personal humility and professional will, with integrity, creativity, resilience, and clarity
- Outward-looking, working with other schools and organisations, championing best practice and secure excellent achievements for all pupils
- Sustained wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
- Strong sense of accountability for conduct, work and impact on students' outcomes
- Experience of presenting to large audiences of students, governors, parents and staff
- Create a sense of trust and confidence through calm and assured decision-making

Inter-personal attributes

- Able to build relationships quickly, with humility and empathy, whilst showing respect to others - students, parents and colleagues - to get the best out of them
- Positive, optimistic, caring, kind and approachable
- Willing to be immersed in the life of a busy and successful school

Communication and Interaction

- Communicate clearly and accurately both orally and in writing
- Able to listen and respond appropriately
- Flexible to adapt your style in different situations
- Strong and confident ICT skills for teaching and management
- Contribute as a great team player

Planning and Organising

- Manage daily responsibilities and priorities
- Work efficiently and effectively to meet deadlines and deliver successfully
- Design, produce and share high quality learning schemes and resources

Knowledge

- Good honours degree and/or relevant high level expertise
- A real knowledge and interest in educational issues, approaches and alternatives from around the world

- Strongly support the ethos and culture of the school

Leadership

- Have an exciting vision for your subject which can be shared and constantly enhanced
- Proactive and confident, yet humble and considered
- You can inspire and motivate others
- Make informed decisions on a daily basis
- Ensure high professional standards including student progress of all groups of students

Problem Solving

- Enjoy facing new challenges
- Find, propose and lead solutions
- Use resources, intellect, creativity and innovation to be successful

Resilience

- Hungry for a challenge
- Have patience and endless energy to persevere through the challenging moments
- Tenacious and versatile
- Maintain a positive mindset

Self-evaluation

- You are aware of strengths and weaknesses
- Strong desire to learn from others so that you can be even better
- Able to share, train, and support others

