

## Job Description

<b>Job Title:</b>	Associate Senior Leader
<b>Salary &amp; Grade:</b>	Leadership 6 – 10
<b>Reports to:</b>	Assistant Head, Deputy Headteacher, or Headteacher (as determined by the Headteacher)

### **Safeguarding Commitment:**

*The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.*

*This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.*

### **Purpose of the Role – Assistant Senior Leader**

This lead role is ideal for candidates aspiring to senior leadership. As a member of the Extended Senior Leadership Team, you will provide strategic leadership for a defined area of school improvement, under the direction of the Assistant Headteacher, Deputy Headteacher, or Headteacher. You will contribute to the vision, sense of purpose, and pride within the academy, ensuring the highest standards of academic achievement, student behaviour, and professionalism at all times. The postholder will have line management responsibility for a defined group of academic or non-academic departments, as well as a portfolio of school-wide leadership responsibilities.

### **Duties and Responsibilities of the Role:**

#### **Shaping the Future: Providing Strategic Direction**

- Assist in contributing to the academy's vision, sense of purpose, and pride.
- Contribute to the strategic development of the academy to ensure ongoing school improvement.
- Work with the senior leadership team to translate the vision into agreed priorities, action plans, and key performance indicators, maximising every student's personal progress and achievement.
- Ensure that strategic plans are rigorously evaluated and result in actions that are competently implemented and embedded, evidencing impact.
- Be involved in the development and implementation of all aspects of academy policy.
- Demonstrate the mission and values of The White Horse Federation in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.

- Maintain an agenda of high standards that is child-centred and progress-focused, without complacency or compromise.
- Ensure the sustained raising of aspiration, achievement, and attainment through an inclusive, nurturing, and innovative lifelong education environment.
- Create and maintain a trusting partnership with all stakeholders, including parents and carers, to actively and positively improve students' achievement and educational experience.

#### **Providing the Quality of Education**

- Be a visible and high-profile member of the extended senior leadership team, modelling the highest professional standards.
- Support all staff to maintain an environment where students can grow and thrive.
- Ensure the quality of educational provision, including a broad and balanced curriculum and inspiring teaching and assessment that prepares students for the next stage of life.
- Have high expectations for behaviour and establish clear, consistent routines for a calm and orderly environment.
- Organise and lead whole-school professional development, including staff training days and sessions, especially related to behaviour and pastoral care.
- Challenge underperformance at all levels and ensure effective support and challenge is in place when standards are not met.
- Promote and secure good and outstanding teaching, effective learning, high standards of achievement, and good behaviour and discipline.
- Undertake a teaching commitment and model outstanding classroom practice.
- Actively seek opportunities to collaborate with other academies and high-achieving schools to share and develop excellent pedagogies.

#### **Developing Self and Working with Others**

- Set high standards as a leader, modelling professionalism, ethical leadership, dress, and personal behaviour.
- Work actively with other leaders to monitor the performance of staff in line with appraisal policies and practices.
- Ensure high standards of professional development for all staff and self, considering needs identified through appraisal, latest educational thinking, research, workload, and staff wellbeing.
- Build a collaborative professional learning culture within the academy.
- Reflect on personal performance and contributions, taking account of feedback to improve practice.

### Other Duties

- Participate in the academy's agreed pattern of meetings, including Senior Leadership Team meetings as required.
- Participate in arrangements for supervision during examinations and contribute to the regular programme of supervisory duties (including on-call, lunch, and breaktime supervision).
- Perform duties as directed by the Headteacher, allocated on a reasonable basis.
- Be present at events/activities where academy staff representation is required.
- Attend advisory board meetings as requested, advising on areas of responsibility and preparing relevant papers, policies, and reports.
- The postholder will be subject to appraisal objectives agreed annually.
- Duties may vary from time to time without changing the general character or level of responsibility.

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.*

<b>Developed by:</b>		<b>Issue Date:</b>	
<b>Postholder Signature:</b>		<b>Signature Date:</b>	

### Person Specification – Associate Senior Leader

Attributes	Essential	Desirable
Relevant Experience	At least three years' teaching experience. Outstanding practitioner. Experience of using systems for monitoring student progress. Experience of contributing to school improvement and strategic planning.	Experience of teaching across the ability and age range. Experience of leading whole-school initiatives.
Education and Training	Qualified Teacher Status (QTS). Degree or equivalent. Evidence	Evidence of further and professional development.

	of continuous professional development.	
Personal Skills and Qualities	<p>Thorough knowledge of National Curriculum requirements. Ability to teach up to and including GCSE.</p> <p>Knowledge of systems for monitoring progress.</p> <p>Commitment to high standards and student welfare. Ability to inspire and motivate learners.</p> <p>Strong communication, organisation, and accuracy.</p> <p>Ability to work flexibly and respond positively to change.</p> <p>Ability to build trusting partnerships with stakeholders.</p>	Knowledge of social inclusion issues. Experience of working with parents and carers.
Teaching and Learning	<p>Willingness to use a range of teaching and learning techniques. Appreciation of e-learning and ICT. Openness to new approaches. Knowledge of assessment and data.</p> <p>Understanding of how students learn. Effective classroom management.</p>	
Additional Factors	<p>Commitment to comprehensive education, high standards of behaviour, continuous improvement, equal opportunities, and safeguarding.</p> <p>Willingness to travel across trust sites if required.</p> <p>Willingness to offer extracurricular activities.</p>	