

Job Title	Assistant Headteacher
Responsible To	Headteacher

PURPOSE OF THE ROLE

To work with the Headteacher, as part of the Senior Leadership Team to take responsibility for developing and promoting our academy and the high-quality education for all students, in accordance with the Trust's shared values and our academy's development plans, procedures and policies.

The value of high-quality teaching and the positive impact of this on our children's lives is a shared ethos across our Trust which makes this role hugely important and integral to our vision 'To Know, To Learn, To Lead out'.

All our academies are committed to safeguarding and promoting the welfare of children which is embedded in our values and requires ongoing commitment of all staff.

This role will include supporting the Headteacher [and Deputy Headteacher] in:

- Formulating and realising the strategic and operational aims and objectives of the academy in accordance with those of the Diocese of Ely Multi Academy Trust in order to deliver the Grace Schools promise to the children at the academy
- Being an excellent role model – exemplifying a high standard of teaching and promoting high expectation for all members of the school community
- Maintaining the highest expectations for all children
- Establishing and promoting policies for achieving these aims and objectives aligned to our Trust playbook
- Supporting the Headteacher [and Deputy Headteacher] to lead the academy improvement process
- Contributing to the on-going process of academy self-evaluation
- Monitoring progress towards the achievement of the academy's aims and objectives derived from the Trust's aims and objectives. This will include identifying next steps and facilitating appropriate CPD related to improving the standard of teaching and learning across the academy

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- Managing staff and resources to effectively deliver the highest standard of education for pupils, including a commitment to raising standards of achievement, maintaining the highest of expectations for all children, ensuring that all children have equity of access to the curriculum and following the Trust principles of curriculum and teaching
- Maintaining excellent standards of behaviour, both in and out of the classroom, to ensure the best possible learning environment for all, following the Trust's principles of inclusion
- To work with the Headteacher [and Deputy Headteacher] to promote and maintain the Christian distinctiveness of the academy

KEY RESPONSIBILITIES

Teaching and Learning

- Support the day-to-day management of the academy, with a focus on teaching and learning across the whole academy.
- Deliver exemplary subject leadership in line with the needs of the academy and support other subject leaders to strengthen subject leadership across the academy.
- Engage with and contribute to the wider Trust culture and community of reciprocity
- Develop a strong working knowledge of Ofsted and SIAMS inspection frameworks
- Ensure excellent teaching in the academy, including through engagement with the education team, direct training, modelling and team teaching with staff in line with our Trust principles of the curriculum and teaching
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Support all staff to create a safe, calm and well ordered environment for all children and staff, focused on safeguarding pupils and developing exemplary behaviour
- Model research-informed approaches to academy improvement and leadership to improve teaching and learning and outcomes for all children
- Inspire and lead others to believe in the fundamental importance of knowledge rich education as outlined in our Trust principles of the curriculum and teaching

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Leading and Managing Staff

- Support and deputise for the Headteacher [and Deputy Headteacher] as appropriate.
- Contribute to inspiring, motivating, developing and enabling staff in the academy to carry out their respective roles to the highest standard consistent with the vision of the academy and the Trust.
- Communicate the academy and Trust's vision and support strategic leadership, including with external stakeholders and relevant educational bodies.
- Lead by example, upholding and articulating clear values, moral purpose and the academy's Christian vision and focusing on providing excellent education for all children aligned with our Trust principles of curriculum and teaching.
- Build positive relationships with all members of the academy's community, showing positive attitudes and modelling professional conduct.
- Identify emerging talent and ensure appropriate CPD is made available all staff, including through the performance management of specified staff
- Promote and protect the health, safety and welfare of pupils and staff
- Ensure that the academy's systems, organisation and processes are well considered, robust and fit for purpose
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve, and valuing excellent practice
- Develop effective relationships with fellow professionals, including Central Team colleagues

Standards and Expectations

- Seek training and continuing professional development to meet own needs in accordance with those of the academy and lead other staff members in doing the same.
- Work with political and financial astuteness, translating policy into the academy's context
- Use assessment to drive improvements in the academy's academic outcomes

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- Keep up to date with developments in education including have a good understanding of how children learn
- Demand ambitious standards for all children, instilling a strong sense of accountability in staff for the impact of their work on children's outcomes
- Ensure high standards are expected for all children and in all curriculum areas in line with our Trust principles of the curriculum and teaching and our Trust principles of inclusion
- Work with the Headteacher [and Deputy Headteacher] to create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Help to establish and maintain a culture of shared professional competence and instructional coaching
- Hold all staff to account for their professional conduct and practice, using agreed Trust policies and protocols as set out in our Trust playbook
- Work proactively and positively with the LGB and Central Team, as well as all relevant internal and external bodies/stakeholders
- Support distribution of leadership throughout the academy
- Create an outward facing academy which works collaboratively with other academies in the Trust and its Central Team as well as other local academies/organisations to secure excellent outcomes for all pupils

Please note that from time to time, the above duties may be amended to meet changing demands of the academy and/or Trust at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.

PERSON SPECIFICATION

Attributes	Essential (E) or Desirable (D)
Qualifications and Experience	
Relevant degree or equivalent	E
Post graduate degree	D
Qualified Teacher Status	E
Commitment to undertake professional training/development relevant to the post/seeking career progression	E
Evidence of continuing professional development	E
Working with children with special educational needs	D
Experience of successful subject area leadership and management, which should include experience of management of staff, classroom organisation, budgets and administration in a primary school	E
Experience of management role in a primary school	D
Proven success in a leadership/management role, including the ability to lead, motivate and support a staff team	E
Experience of monitoring and evaluating curriculum delivery and teaching and learning	E
Experience of recent successful teaching experience (minimum 4 years)	E
Experience of school improvement planning for pupil progress and monitoring the impact of action plans and interventions	E
Knowledge	
Alignment to and understanding of Trust/academy principles and practices of high-quality teaching and learning	E
Sound knowledge of Keeping Children Safe in Education and Prevent	E
Effective approach to behaviour management (in line with academy principles)	E
Knowledge of strategies for school improvement and raising standards of achievements	D

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Knowledge and understanding of the current educational landscape, government initiatives, OFSTED requirements and implications for academy direction	E
Knowledge of PKC curriculum	D
Ability to evaluate the impact of teaching and learning, assess the needs of individuals, provide feedback and thereby develop future planning	E
Ability to inspire, challenge and motivate others	E

Key Skills	
Highly motivated, energetic and enthusiastic team leader who is approachable and promotes positive relationships	E
Strong organisational, personal time management and planning skills	E
Ability to delegate, monitor and support effectively	E
Ability to work in partnership with Governors and the Trust Central Team	E
Ability to identify and evaluate data critical to the assessment of the academy's performance and take appropriate action	E
High level of written and oral communications with a variety of stakeholders (parents/pupils/internal and external agencies)	E
Proven track record as an outstanding, creative teacher who motivates children	E
Ability to cope with the pressures of a demanding management position	E
High levels of adaptability and flexibility	E
Ability to demonstrate commitment to our vision and values	E
Able to identify the necessary resources which ensure high quality teaching and learning	E
Commitment to safeguarding and promoting the welfare of children and young people	E
Able to respond positively to feedback and seek advice where required	E
Commitment to providing an effective learning environment appropriate to the needs and abilities of all pupils	E

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