



Kingfisher
Schools Trust
Achieving Success Together

Assistant Headteacher

Stowmarket High School

Opportunity, Community, Excellence



STOWMARKET
HIGH SCHOOL

Job Description: Assistant Headteacher

Reports To: Headteacher

Grade: L11-L15

Role Purpose:

- To carry out the duties of an Assistant Headteacher as set out in the School Teachers' Pay and Conditions document.
- The Assistant Headteacher is an important part of the senior leadership team in the school and will work collaboratively with the Trust Senior Leadership Team.
- To be involved in the strategic management and day to day running of the school.
- To play a major role in formulating and evaluating the impact of the School Improvement Plan.
- To play a major role in the Senior Leadership Team.
- Along with the Headteacher, lead in the modelling of the school vision, ethos and aims of the school.
- Promote the school within the local community.
- The Assistant Headteacher will support the Headteacher and Deputy Headteacher to ensure consistent high standards in teaching and learning, ensuring that the Kingfisher Schools Trust's ethos, which is focussed on achieving the best possible outcomes for the children and young people, is evident throughout the school.

Key Responsibilities:

The specific roles and responsibilities for this position are to be determined after successful recruitment, however, they will likely fit into the overview of Teaching and Learning, Pastoral, or a combination of both.

1. Overall

- To work as part of the senior leadership team, ensuring the vision and culture agreed by the school and Trust is embedded across the school.
- To support the Headteacher to create an environment within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support the leadership team.

2. Strategic

- Take delegated responsibility for key documents such as the school's long-term strategic plan, self-evaluation form and school development/improvement plan.
- Develop and maintain effective relationships with the community/key partners/stakeholders.

3. Leadership and Management

- Support inspirational leadership, commit to the highest achievement in all areas and develop an ethos of continuous improvement.
- Support the Headteacher to lead and manage all school operations through the agreed organisational structure and Scheme of Delegation, and through the development, implementation and review of policies.
- Expertly lead subject leaders as identified by the Headteacher.

4. Quality of Education

- To strategically support the Headteacher lead the teaching staff/subject leaders to ensure high standards of curriculum implementation and curriculum impact.
- Support the Headteacher to lead in monitoring the effectiveness of the school's curriculum, with particular emphasis on coverage and pupil progress.
- Ensure pupils are extremely well prepared for the next stage of their education and adult lives.
- Conduct reviews of core and foundation curriculum offers supporting the Headteacher and subject leaders to identify progression in their subject area.
- To place the highest priority on breaking down the barriers to pupils achieving relevant, challenging and achievable targets.
- Effectively research, write and review policy documentation relevant to individual areas of responsibility.

5. Teaching and Learning/School Improvement

- This role includes a teaching commitment
- Drive forward and improve standards in teaching and learning and be responsible for consistent standards.
- To embed a culture of high expectations.
- Oversee staff CPD
- Implement a set of structures to lessons to ensure that they are engaging, fun and active.
- To ensure Wave 1 provision is effective in classrooms.
- Ensure good outcomes for children through robust monitoring of the quality of teaching and learning.
- To support a robust staff performance management process, encouraging all staff to engage in continued professional development for their own benefit and to support student outcomes.
- Implement and sustain effective scaffolding/support and stretch/challenge for all children, including SEND.
- Work alongside SENDCo and support them to maintain the highest integrity for all SEND children.
- Support staff collaboratively to improve standards of teaching, linking progress measures to the Teachers' Standards.

6. Behaviours for Learning

- Ensure that the ethos of the school, in terms of the high standards of physical and emotional wellbeing for all children, is maintained.
- Ensure the good conduct and behaviour of children and assist in promoting good discipline throughout the school.
- Model the correct behaviours expected of staff and children.
- Act with integrity, consistency and within the policy when supporting and challenging behaviours.
- Ensure through Quality-First Teaching that behaviours for learning are strong.
- Embed the school culture in all classrooms and communal areas of the school.

7. Resources/Change Management

- Support the Headteacher to ensure that learning environments, resources and facilities are best used to enable children to succeed.
- Work with the Headteacher and the Trust Central Team to manage change as required.

8. Safeguarding and Compliance

- Support the Headteacher to meet the school's safeguarding responsibilities in line with current legislation.
- Ensure appropriate reporting procedures are followed in line with the Scheme of Delegation, Trust policy and operational structure.

- Ensure that the school meets legislative and statutory requirements, including the effective capture of all data.
- Supporting the Headteacher and working closely with the Central Team, ensure proactive, robust and appropriate risk mitigation and management for the school and Trust.
- To play a key role in the school's pastoral system, supporting staff, pupils and parents when necessary.
- To undertake investigations, as appropriate

Other duties:

- The post holder will deal with changing and conflicting deadlines and frequent interruptions to work.
- The need for flexibility, shared accountability and team working is required.
- The post holder will need to engage with CPD.
- The post holder will be based at their school site, however will be expected to travel to, and work from/attend meetings at, other sites as required including, but not limited to, all the schools within the Trust.

Whilst every effort has been taken to summarise the main responsibilities of this post, the above list is not intended to be exhaustive.

All employees of Kingfisher Schools Trust will:

- Ensure that they adhere to the Trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection.
- Support the school and departmental development plans and positively engage in continuous professional development activities.
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate.
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf.



Person Specification

Essential criteria	Desirable criteria
<p><u>Qualifications and education:</u></p> <ul style="list-style-type: none"> • Educated to degree level or higher • QTS • Recent continuous professional development 	<ul style="list-style-type: none"> • Master's degree in education • NPQSL or equivalent
<p><u>Experience and knowledge:</u></p> <ul style="list-style-type: none"> • Substantial leadership experience • Experience of subject leadership • Experience of school management • Substantial & successful classroom experience • Effective teaching and learning strategies • Experience in interpreting statistics to support school improvement • Management & mentoring staff • Involvement in school improvement strategies • Knowledge of Child Protection procedures • Successful team member in a professional setting • Knowledge of local & national policies/initiatives • Basic knowledge of SEND • Secure knowledge of curriculum expectations 	<ul style="list-style-type: none"> • Understanding of the role of the Academy Council • Wide and varied experience across the primary age range • Good knowledge of the whole curriculum • Experience as a reviewer of Performance Management • DSL or Safeguarding lead • Continued, up to date research or evidence of informed approaches
<p><u>Skills and behaviours:</u></p> <ul style="list-style-type: none"> • Ability to initiate and sustain change • Excellent classroom practitioner • Ability to raise standards in all areas of school improvement • Good communicator with strong interpersonal skills • Ability to motivate staff and foster a team spirit • Ability to plan & organise effectively • Experience of using ICT in management & data handling • Use of ICT in teaching and learning Ability to raise school achievement through wider professional input 	
<p><u>Professional development:</u></p> <ul style="list-style-type: none"> • Commitment to the profession showing vision & drive • Promotes equality of opportunity for all • Resilience • Committed to safeguarding children • Commitment to ensuring a positive environment 	<ul style="list-style-type: none"> • Ability to lead effective meetings with a clear agenda • Have a personal impact and presence • Ability to self-manage