

## **Assistant Headteacher**

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

### **How you will make an impact...**

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

### **About the role...**

#### **Main purpose of the role:**

- To support the strategic leadership of Winifred Holtby Academy as a member of the Senior Leadership Team, by providing effective leadership and management for a designated area for the school's work and by leading a specific strand of the School Development Plan.

#### **Responsible for:**

- The leadership and management of all aspects of an area of responsibility.
- Enabling all students to be challenged and supported to excel by staff who are equipped to convey the highest expectations in all areas.
- Working in partnership with other members of the Senior Leadership Team to provide high level strategic, management and operational direction for the school.
- Sharing the responsibility for setting, maintaining, monitoring and improving standards.
- Maximising the collaborative opportunities afforded as part of The Consortium Academy Trust.

#### **Employment duties:**

##### General:

- Model the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the school and leading by example.
- Be committed to working in a cohesive, supportive and forward-thinking team of colleagues, which shares an ambitious vision to continue to raise and transform standards.
- Account for the standards achieved in the key areas of your responsibility to the Governing Body, Ofsted and other external agencies.
- Take the role of appraiser within the appraisal structure and line manager of a number of areas
- Be prepared to work flexibly and support colleagues in other senior leadership areas.
- Promote the effective management of student behaviour and safeguard the welfare of students.
- Work with all stakeholders to develop the school as a community and ensure the best presentation of Winifred Holtby Academy in the community – e.g. supporting school events, out of school hours activities and community collaboration.
- To deliver assemblies within accordance of the devised rota.

### Leadership and Management

- Lead the formulation, implementation and development of the delegated section(s) of the School Development Plan, playing a major role in advancing the school, its staff and students towards these goals therefore improving student and staff experience, and student achievement and progress.
- Establish and implement policies which support the strategic direction of the school and its values, aims and objectives.
- Contribute to the setting, monitoring and evaluating of student targets in designated learning or pastoral areas to make a measurable contribution to whole school targets.
- Contribute to curriculum development (academic, behaviour and culture, personal development) in line with designated responsibilities, to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme.
- Contribute to the review of provision, monitoring data for all students, including those identified as requiring additional support (SEN) or disadvantaged, to ensure all are able to be engaged in school life and their learning and are able to achieve success.
- Undertake a continuous and systematic review of the standards, and the progress towards achieving aims and objectives identified in delegated areas and Development Plans.
- Take part in whole school duties such as those at lunch, break, start and finish times.
- Provide timely and focused intervention where targets, aims and objectives are not being addressed or achieved so that examination results are consistently good or better.
- To act as a Line Manager, actively implementing the key aspects of the school's policies, and providing regular feedback for staff in a way which recognises good practice and supports their progress resulting in a tangible impact on student behaviour, learning and inclusion.
- Share with the SLT in the operational work of the school specifically in day-to-day discipline, emergencies, parent contact, governor liaison and public relations.
- To follow statutory guidance and school policies e.g. Child Protection.
- Make leadership, management and organisational decisions commensurate with the role, referring as appropriate to the Headteacher.
- Be accountable for budget expenditure for those areas that fall within the remit of the post-holder.

### Specific Accountabilities:

- ***Roles and responsibilities for the Senior Leaders are agreed annually and reviewed each academic year in consultation with the Headteacher.***

### **As a member of staff of The Trust**

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance.
- Role model high levels of literacy and numeracy including modelling appropriate language.
- Aspire to develop own professional skills and qualifications.
- Use all forms of social media appropriately.
- Take responsibility for the reputational management of all sites across the Trust.
- Contribute to systems of evaluation and performance of the organisation positively.

This job description is not necessarily a comprehensive definition of the post and only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out.

All members of the SLT are expected to be flexible to ensure the most effective organisation and delivery of learning. It will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post.

## About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

### Qualifications and Training

#### Essential

- Educated to degree level.
- Qualified Teacher Status / DfE recognised teaching qualification.
- Evidence of appropriate and continuous further professional development.
- Commitment to further training.

#### Desirable:

- Course of further study/additional qualifications relevant to the post.

### Experience, Knowledge and Skills

#### Essential

- Considerable experience of successfully leading a team at year group, subject or faculty level with demonstrable impact or experience or leading at a whole-school level.
- Understanding of what highly effective practice looks like in your field of responsibility, how to diagnose and implement effective strategies to raise standards.
- Understand how to seek and use national, local and school data, Ofsted evidence and research findings in professional and school development.
- Understand the need to monitor, evaluate and how to respond to ensure the highest standards for all, including those with special educational needs, or those in disadvantaged or other groups, in order to support and to set and meet challenging, realistic targets for improvement.
- Knowledge and experience of safeguarding.
- Secure knowledge of the Education Inspection Framework.
- Excellent communication and interpersonal skills with a range of audiences.
- Excellent analytical and evaluative skills.
- Ability to plan strategically based on the appropriate context.
- Excellent ICT skills.
- Promotion of positive behaviour strategies and constructive handling of problems.
- Experience of teaching a range of year groups including examination classes.
- Consistently effective classroom practitioner with the ability to inspire students.
- Has the skills and experience necessary to achieve outstanding examination results.
- Knowledge of the analysis whole school performance to support accountability measures.

#### Desirable

- Effective leadership of a whole school initiative.
- Safeguarding training.
- Experience of working with external agencies / partners.

### Values and Personal Competencies

#### Essential

- Deep commitment to the values and vision of Winifred Holtby Academy and the Trust.
- Genuine passion and belief in the potential of every student.
- Lead by example and be a strong presence, with high visibility in the school environment.
- Strong leadership and management skills that motivate and secure team delivery of a clear strategic vision.
- Ability to develop and maintain effective and sustainable working relationships with parents and stakeholders.
- A commitment to providing enrichment and enhancement of the taught curriculum.
- Excellent interpersonal, communication, planning and organisational skills.
- Ability to build strong professional relationships.
- Ability to motivate, inspire and empower.

- Excellent time and self-management skills.
- Be resilient, work effectively under pressure and meet deadlines.
- Emotional intelligence and a reflective practitioner.
- Personal resilience, confidence and commitment to act with integrity.
- Team focused with the ability to work independently and take initiative.
- Commitment to ongoing professional development.
- Commitment to the safeguarding and welfare of all students.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the School and Trust's Values.