

Post Title	Assistant Headteacher (KSGS)
JD Ref No	LSP014
Responsible To	Headteacher
Grade	Refer to advertisement

Purpose	This post is responsible for inclusion and behaviour, alongside any current substantive role
Leadership Team Responsibilities	<p>The Leadership Team plans and shares the implementation of school policy and the day to day organisation of the school. It also debates and decides longer term aims and objectives for the school, as part of the ongoing drive to improve standards of education for the students of the school.</p> <p>The role of the Leadership Team is to promote the vision, ethos and aims of the school, as part of Cumbria Education Trust.</p> <ul style="list-style-type: none"> • Provide strategic leadership of inclusion, safeguarding, behaviour, attendance and wellbeing. • Act as the Designated Safeguarding Lead (DSL). • Lead whole-school behaviour culture, including restorative practice. • Oversee SEND provision in line with the SEND Code of Practice. • Lead on PD, RSE and CEIAG provision. • Behaviour and Relationships - Develop and monitor impactful behaviour, exclusions, rewards and attendance procedures to drive improvement. • Admissions. • Deliver safeguarding, inclusion and behaviour-related CPD. • Safeguarding curriculum. • Line-manage pastoral and SEND teams and identified middle leaders. • Staff wellbeing. • New staff induction programme. • Act as SLT link for Health & Safety and serve as Educational Visits Coordinator (EVC). • Whole school tutor and assembly programme. • Oversee whole school duty rotas. • Provide high quality provision of all services. • To effectively deploy resources within your area of responsibility. • To provide a safe, healthy, welcoming, and vibrant environment for all members of the school community. • To take the lead during external inspections/visits (i.e. OFSTED) on areas of strategic responsibility.

To directly assist the Leadership Team with:

- Determining, planning and implementing the direction of whole school issues within school frameworks.
- Meeting student and staff needs on a day-to-day basis.
- Supervising the control of student behaviour (compliance and behaviour for learning) around school at all times.
- Being a high-profile presence around school; an outstanding role model to all.
- Being a part of all monitoring and quality assurance activities across the schools.

Generic expectations of all members of the Leadership Team:

- Act with professional integrity at all times.
- Notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to your work.
- Identify and improve those areas relevant to your role which need to improve.
- Maintain the school's policies and procedures relevant to your area and update whenever required.
- Be present where required at meetings, performances, other functions and events.
- Ensure that they maintain the quality of their teaching; routinely judged to be good or outstanding.
- To actively support the creation and development of an organisation in which all staff recognise that they are accountable for the success of the schools.

Undertake a proactive part in:

- Those activities that are part of the self-evaluation of the school.
- Checking of uniform.
- Being a high profile presence around school.
- Appraisal, performance and line management systems.
- Student and parent voice activities.
- Set an example in undertaking a regular commitment to duties and the assembly rota.
- Work as part of a team, submitting draft proposals and documents for further development by the Leadership Team, and accepting and supporting final Leadership Team decisions.

With regard to attendance at meetings:

- The ethos of the trust is that meetings will be kept at a minimum during the school day to enable the team to be around school focusing on teaching, learning and development.
- All members are expected to be punctual to and attend scheduled meetings unless prior agreement for absence has been given by the Headteacher.
- All members are encouraged to express their views, but are expected to work to the majority decision or the final decision of the Headteacher.
- A consistent message should be given to staff and students at all times.
- As requested to do so by the Headteacher/Deputy Headteacher, prepare and present reports on progress/issues related to areas of accountability and responsibility.
- Traverse the conflicting expectations of transparency and confidentiality.
- Attend any meetings requested during the year.
- At all times work as one team with the staff.
- Undertake specific tasks reasonably delegated by the Headteacher/Deputy Headteacher

Key Specifics	<ul style="list-style-type: none"> The specifics of the role will be discussed at interview and upon being appointed. We are looking for someone who is adaptable and willing to take on new roles and responsibilities. The applicant should share all their relevant experience when applying for this role.
Health & Safety	<ul style="list-style-type: none"> Promote the safety and well-being of pupils and staff. Ensure good order and discipline amongst pupils and staff.

Professional Duties

The duties required of all teachers under Pay and Conditions of Service Legislation are a necessary part of this description. This description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder.

The professional duties of a teacher are listed in the School Teachers' Pay and Conditions Document under the following headings:-

Teaching

- planning and preparing courses and lessons
- setting and marking of work
- assessment, recording and reporting

Other activities

- promoting the progress and wellbeing of individuals and classes
- providing guidance on educational and social matters
- making records and reports on the personal and social needs of students
- communicating and consulting with parents of students
- communicating with persons or bodies outside the school
- participating in meetings arranged for any of the purposes above

Assessments and reports

- providing or contributing to oral and written assessments, reports and references for students

Performance management

- participating in statutory arrangements for appraisal

Review, further training and development

- reviewing from time to time methods of teaching and programmes of work
- participating in arrangements for training and professional development

Educational methods

- advising and co-operating on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements

Discipline, health and safety

- maintaining good order and discipline among students and safeguarding their health and safety

Staff meetings

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

Cover

- teaching any students whose teacher is not available to teach them

Public examinations

- participating in all arrangements for public examinations

	Essential
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status Degree, or equivalent in appropriate subject Evidence of professional development across career to date.
Skills	<ul style="list-style-type: none"> An in-depth understanding of school leadership and school improvement needed to achieve outstanding student progress and personal development. Strong understanding of safeguarding legislation and statutory guidance. Knowledge of the SEND Code of Practice and inclusive practice frameworks. Ability to lead whole-school behaviour culture, including restorative approaches. Understands aims and vision of the school and is able to inspire, challenge and motivate others to carry the vision of excellence forward Understands how a strategic school development plan can increase teacher effectiveness and secure school improvement Able to lead by example in promoting the school's vision and values to students, staff, Governors and parents Promotes positive behaviour management and develops a student focused, inclusive and effective learning environment Can motivate and enable all staff to carry out their respective roles to the highest standard through performance management and continuing professional development Has the drive and ability to provide clear direction and motivate others to attain high goals Has sound knowledge and understanding of the wider educational agenda Understands the value of systematic and rigorous self-evaluation, and combines the outcomes of this with external evaluations to develop the school Understands the need for effective relationships with parents, carers, partners and the community which enhance and supports student learning Can understand how Trust status can support improvement strategies for the school via partner collaboration

	<ul style="list-style-type: none"> • Is committed to secure the school's place in the community and build positive relationships, seeking and acting on feedback from community stakeholders
Experience	<ul style="list-style-type: none"> • Proven track record of contributing to the raising of educational standards • Has successful experience of curriculum development along with an understanding of the personalised learning agenda • Has a sound understanding of how students learn, how teachers can best teach and how to raise standards through careful monitoring and target setting. • Able to access, analyse and interpret information and data to support school improvement and the raising of standards in learning and teaching • Proven track record in leading and managing staff including building a successful team and delegating effectively. • Able to acknowledge success and challenge under performance • Proven track record of providing direction, inspiration and strong leadership to staff.
Personal Attributes	<ul style="list-style-type: none"> • Shows commitment to own and others professional and self-development • Commitment to putting the safety and well-being of the student at the heart of every decision • Has high expectations and personal integrity with the ability to promote the values of the school • Has excellent interpersonal and communication skills across the spectrum of stakeholders • Self-motivated with excellent organisational skills and the ability to prioritise workload effectively • A commitment to collaborative working, both within the School and across the Trust. • Openness, sense of humour, energy and enthusiasm

ADDITIONAL INFORMATION	<p>It is the practice of the Trust periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.</p> <p>All external appointments are subject to the Trust's Standard Probationary period</p>
SAFEGUARDING	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>operational responsibility for ensuring that all staff adhere to this requirement and that the school/academy's single central register is maintained.</p> <p>It must be ensured that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>

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