



Hertswood Academy

Aim High • Achieve Excellence

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Headteacher Peter Gillett BSc (Hons), PGCE, NPQH, MBA

Extended Leadership Team (Secondment to Senior Leadership Team)

Hours: Full Time

Contract type: Secondment (Fixed Term)

Reporting to: Senior Leaders

Responsible for: TBC upon appointment however areas could include some of the following: Staff wellbeing, Attendance, Cultural Capital, Literacy and Oracy, SEND, Digital innovation, Staff development, CPD.

Main Purpose

The seconded teacher will support headteacher and leadership team, gaining experience in:

- Contributing to aspects of the school's vision and strategic priorities.
- Assisting with some aspects of the day-to-day running of the school.
- Supporting the development of school policies and procedures.
- Assisting with the monitoring of student progress and attainment.

The seconded teacher will have a timetabled teaching commitment, adhering to the Teachers' Standards. They may also be assigned specific tasks or projects by the headteacher.

Duties and Responsibilities

School Culture and Behaviour

- Contribute to a positive and inclusive school environment.
- Support the maintenance of educational standards.
- Help foster standards of student behaviour.
- Support efforts to improve student attendance and engagement.

Teaching, Curriculum and Assessment

- Contribute to the delivery of teaching.
- Support the implementation of the school's curriculum.
- Assist with student assessment.
- Support the inclusion of students.

Organisational Management and School Improvement

- Support the smooth running of specific school operations.
- Assist with the effective use of resources for given projects.
- Contribute to aspects of school improvement planning.

Staff Management and Professional Development

- Lead and participate in professional development activities.

Governance, Accountability and Working in Partnership

- Support collaboration with professionals and organisations as required.

Please note that this job description outlines the general nature of the secondment role. It is not an exhaustive list of all tasks. The postholder may be required to undertake other duties appropriate to the level of the role.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Qualified teacher status/or equivalent experience• Degree/or equivalent knowledge
Experience	<ul style="list-style-type: none">• Teaching experience• Interest in school self-evaluation and development planning• Desire to gain leadership experience
Skills and knowledge	<ul style="list-style-type: none">• Data analysis skills (basic)• Understanding of teaching, and the ability to reflect on practice• Communication and interpersonal skills• Ability to build working relationships
Personal qualities	<ul style="list-style-type: none">• A commitment to pupils and the school's ethos• Ability to work under pressure and prioritise effectively• Problem-solving abilities• Commitment to maintaining confidentiality• Commitment to safeguarding and equality