



Grove Academy

JOB DESCRIPTION

POST TITLE: Assistant Headteacher

SALARY: Leadership scale L10 - L14 dependent on experience

CONTRACT TYPE: Full-time/permanent - (subject to satisfactory completion of probationary period)

RESPONSIBLE TO: Headteacher

MAIN PURPOSE:

- Work alongside the Headteacher, Deputy Headteacher, leadership team and the governors in defining, articulating and implementing the shared vision and values of the Academy.
- Work with all stakeholders to ensure the provision of a high-quality education for all our students, demonstrating outstanding leadership skills.
- Contribute to the vision and strategic direction of the Academy to ensure improvement.
- Contribute to formulating and reviewing the Academy Development Plan by:
 - developing and reviewing policies.
 - leading and managing staff resources.
 - monitoring and evaluating progress.
- Assist in the day-to-day running of the Academy.
- Maintain a high profile around the Academy.
- Be a role model for good classroom practice.
- Lead on delegated areas of responsibility.
- Contribute to the safeguarding of students and staff.
- Work collaboratively at both strategic and operational levels with parents/carers and across multiple agencies and educational partners for the well-being of all students.

- Secure the commitment of the wider community to the Academy by developing and maintaining effective partnerships with other schools, other services and agencies, the LA, Further and Higher education institutions and employers.
- Be flexible and ensure the operational needs of the school are met.

DUTIES AND RESPONSIBILITIES

Strategic Direction and Development

- Model the ethos and values of the academy.
- Inspire, challenge, motivate and empower others to attain ambitious outcomes.
- Contribute to the formulation, implementation, monitoring and evaluation of the academy development Plan and, the self-evaluation process.
- Work and guide colleagues in the development of teaching and learning.
- Advise and assist the governors as required including attendance at meetings and preparation of reports.

DUTIES AND RESPONSIBILITIES

Leadership & Management

- Establish clear expectations and constructive working relationships among staff through:
 - teamwork and mutual support.
 - devolving responsibilities and delegating tasks as appropriate.
 - evaluating practice.
- Be a strong presence around the academy.
- Maintain high standards of professional behaviour and presentation to reflect the expectations made of our students.
- Be responsible for the line management as assigned by the Headteacher
- Contribute to good management practice by ensuring positive staff participation and effective communication.
- Participate in the recruitment and development of all staff as required.
- Contribute to the performance management & appraisal cycle taking responsibility for designated staff.
- Lead professional development of staff through example and support, ensuring that staff development needs are identified and that appropriate programmes are devised to meet such needs.
- Maintain high expectations of all staff and be prepared to challenge under performance.
- Participate in lesson visits throughout the academy to ensure highest standards are being upheld.
- Develop and promote effective partnerships with parents, carers, staff and students so they are highly positive about the academy in terms of achievement, teaching and learning, behaviour and safety.
- Manage budget and resources appropriately.

DUTIES AND RESPONSIBILITIES

Teaching and learning

- Play a major part in securing outstanding classroom practice across the academy.
- Encourage innovation, the development of independent learning, cross-curricular initiatives and the further use of technologies.
- Contribute to the development, organisation and implementation of the curriculum.
- Contribute to policies on curriculum, teaching and learning, assessment, recording and reporting.
- Ensure that information on students' progress is used effectively to improve teaching and learning, communicating this with all stakeholders.
- Promote the use of modern technologies to enhance and extend students' learning

DUTIES AND RESPONSIBILITIES

Behaviour & Safety

- To uphold all aspects of the pastoral system.
- To work with parents and students to ensure that the academy is meeting students' academic and social needs.
- To promote the rewards and behaviour policy ensuring that it is fair to students.
- To challenge student attendance and persistent absence to meet academy targets.
- To maintain up to date training as appropriate.
- To ensure that all staff training in relation to safeguarding is up to date.
To oversee the wellbeing of all students within the academy by acting in accordance with best practice.

DUTIES AND RESPONSIBILITIES

Achievement

- Share responsibility for the analysis of the academy's performance and progress data to ensure that improvements and interventions are appropriate.
- Provide support for staff in improving their classroom practice, in particular assessment and feedback.
- Ensure that all achievement targets are appropriate and aspirational.
- Contribute to the development of a broad, rich, exciting and challenging curriculum that is aspirational and meets the needs of students across the academy.
- Present a coherent and accurate account of performance to a range of stakeholders.
- Ensure Quality Assurance systems in the academy are implemented and effective.
- Hold staff accountable for student progress
- Provide support as required.

DUTIES AND RESPONSIBILITIES

Communication

- To inclusively engage and support parents in our community.
- To communicate effectively with the parents of students as appropriate.

- To take part in liaison activities such as parents' evenings, review days and liaison events with other schools.
- Where appropriate, to communicate and co-operate with bodies outside the school.
- To follow agreed policies and code of conduct in the school.

DUTIES AND RESPONSIBILITIES

Health and safety

- To comply with the school's Health and Safety policy and help to maintain a safe working environment.
- To undertake risk assessments as appropriate.
- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.

GENERAL RESPONSIBILITIES

Such duties as the Headteacher may reasonably direct from time to time, including:

- Carry out a teaching commitment within the general framework of the Academy timetable. This will include, as far as possible, teaching the full age and ability range.
- Adhere to, uphold and review all Academy policies.
- Devise opportunities for student consultation and leadership, specifically related to areas of responsibility.
- Liaise with other agencies and stakeholders as appropriate to the role, specifically;
 - Attending Academy events and functions, as well as appropriate meetings.
 - Assisting with the marketing of the Academy, organising key events as appropriate and acting as an ambassador for the Academy at high profile functions.
- Actively engage in Performance Management and Continuing Professional Development to ensure professional skills are kept up to date and further developed.

OTHER PROFESSIONAL REQUIREMENTS

- Play a full part in the life of the school community, to support its unique vision and ethos and to encourage staff and students to follow this example.
- Positively support equality of opportunity and equity of treatment to colleagues and students.
- Present themselves in a smart and professional manner befitting of their profession.
- To undertake duties as specified by the Headteacher not mentioned in the above.
- Undertaking additional administrative duties as directed by their line manager.
- To comply with any reasonable request from their line manager.

SAFEGUARDING CHILDREN

- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.