

THE SELE SCHOOL



JOB DESCRIPTION Assistant Headteacher

Job Title	Assistant Headteacher
Working Hours:	Full time
Reports to	Deputy Headteacher
Pay Scale:	L10 – L15 (Fringe)
Responsible for:	Remit will be decided after a skills audit.

Job Summary

The core purpose of the post is to assist the Headteacher in leading the school to achieve its strategic plans and have oversight of the English department. This is a new senior post within the staffing structure as we expand our SLT team to four. The Assistant Headteacher will support the school to achieve its strategic plans and implement the school vision and School Improvement Plan (SIP). All members of the leadership team should hold and reflect the highest possible standards including the health and safety of all stakeholders. All teachers at The Sele School are expected to uphold the school vision and ethos on a daily basis through their professional conduct.

Strategic Leadership

- To provide clear, cohesive leadership and direction in teaching and learning in the English Department.
- manage and motivate teaching and support colleagues in developing innovative teaching strategies to enhance the quality of teaching, learning and achievement.
- To build and develop a subject specialist team, working to enhance the teaching skills of others through ensuring continued professional growth and career development for staff.
- To contribute to the strategic development of the The Sele School by implementing The Sele School new initiatives, monitoring and reporting on key outcomes, to ensure the department support every child reach or exceed their potential.
- To take responsibility and be accountable for student attainment and achievement, by tracking student progress and supporting individual students' learning needs.
- The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

Leadership

- Contribute to the overall strategic direction and delivery of The Sele School's aims and objectives by providing advice, challenge, insights and experience that will be beneficial to the activity and development of the organisation.
- To champion best practice in this area, demonstrating teaching skills and leadership qualities necessary to command respect, and encourage commitment to raising standards.
- Scrutinise and monitor the performance and effectiveness of the Department in delivering The Sele School's aims and objectives.
- Play a major role in The Sele School's middle management structure, assisting the Headteacher in creating a vision, sense of purpose and pride about the faculty and its work.
- Contribute to The Sele School Self Evaluation and ensure the faculty contributes towards the setting of targets and works towards achieving them.
- Demonstrate strong leadership as a middle manager, through strategic and analytical capabilities, in the development of all aspects of The Sele School, including its policies and their implementation.
- Proactively devise and implement departmental rules and procedures within relevant department and contribute to The Sele School policies.

- Co-ordinate the production and maintenance of each Department's intent, implement and impact document and monitor and evaluate all of its policies and documentation.
- Lead, direct and develop staff for the continuous improvements in the quality of teaching and learning by motivating and enabling colleagues to share best practice across the faculty.
- Be responsible for maintaining discipline across the faculty, ensuring behaviour management strategies are in place, including supporting staff during lessons when appropriate.
- Keep a high profile around The Sele School, taking command of areas at change of lessons and being visible and active during non-structured time.
- Develop and maintain effective methods of communication with the Headteacher, SLT, other staff, students, parents, governors, external agencies and the wider community (including business and industry), etc.
- Identify and applaud areas of success for individual teachers and the Department.
- Help create an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. consult when writing the improvement plan and produce resources as a team.
- Chair and produce the agenda for effective department meetings. Ensure notes are taken, kept secure and others informed as appropriate.
- Implement The Sele School assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of students in the subject.
- Initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after The Sele School/during lunch-breaks or a club, etc.
- Deploy all Department staff effectively in order to give department members a good Work/Life balance.
- Liaise with other staff on the effective deployment of any Teacher Assistants or class helpers. This does not imply any line manager responsibilities but facilitates the best deployment of human resources.

Curricular/Departmental Development

- Contribute towards continuity and progression within The Sele School curriculum.
- Oversee the Subject Improvement Plan, its implementation and the part it plays in The Sele School development.
- Support staff members update their comprehensive schemes of work, which include a range of teaching and learning styles providing a rich experience for students, and incorporate a variety of assessment methods at key points to enable accurate judgments on student progress.
- Monitor and evaluate the teaching in the Department; take the initiative in identifying strategies to support consistency of practice, collaboration, reflection and be a lead practitioner in the team.
- Develop departmental strategies for the students' spiritual, moral, social and cultural development, including citizenship.
- Develop departmental strategies and procedures (using national and The Sele School guidelines) for teaching and learning for students with special educational needs.
- Work with the SENCO to ensure subject-specific targets are set which match curricular materials and approaches to student needs.
- Identify and support the subject cohort of More Able students by developing teaching strategies to meet their needs, sharing good practice, tracking student progress and setting specific departmental targets for the group.
- Ensure that the department supports The Sele School's implementation of all current statutory requirements, e.g. Single Equality Act, Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, Child Protection,.
- Create a culture and environment that is conducive to success through innovation, engagement and enthusiastic delivery of vision and through guiding and supporting members of staff and students by offering leadership and advice.

Stock/Resources/Budget

- Have oversight of the management of the Department stock, teaching resources and finances - obtaining best value for money.
- Ensure timetable provision is effectively resourced and roomed to enable maximum benefit to staff and students.
- Plan and budget the financial activities of the running of the department, oversee ordering of resources, and use support services to monitor the maintenance of an inventory of all department stock items and authorise the annual stock audit.

- Authorise stock disposal in accordance with department and The Sele School policies.
- Devise systems for storing resources in such a way as to enable quick and easy access by all staff (teaching and support) (and students where appropriate).
- Ensure resources are adapted to suit the needs of all students to enable inclusive learning opportunities for all students.

Liaison / Communication

- Communicate daily with department team members, making positive and constructive comments about work and student progress and keeping up to date with personal information, wider aspects of The Sele School agenda, recreation opportunities and enjoyment and professional development.
- Work closely with the SLT to promote the successful image of The Sele School in the community.
- Oversee and monitor the accuracy of exam entries and dates and work effectively with the exam officer.
- Act as the initial person for others to contact regarding all issues relating to the subject.
- Develop constructive relationships with key members of The Sele School and community and provide helpful and accurate responses to parent/carers enquiries.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Have due regard for the school Health and Safety policy and any such issues particular to their subject
- Follow school procedures for reporting Health and Safety incidents or near misses
- Familiarise yourself with fire regulations and procedures
- Have due regard for student safety and report any concerns to the appropriate school body.

Continuing Professional Development – Personal

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in The Sele School Curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in The Sele School Improvement Plan taking full advantage of any relevant training and development available.
- Develop skills and knowledge for mentoring and coaching colleagues.
- Maintain a professional learning log and portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
- Continuing Professional Development – Staff
- Contribute to, and take a leading role in, the provision of high quality professional development through an effective Performance Management programme, making use of, where appropriate, other sources of expertise
- Consider the expectations and needs of other members of staff, and in particular ensure that trainees and ECTs are appropriately monitored, supported and assessed in relation to QTS and Induction standards and those of The Sele School, e.g. by the incorporation of targets related to leadership, professional development and students' attainment.
- Carry out appraisal of certain teachers and teacher assistants as required by the Performance Management programme and use the process to develop the personal and professional effectiveness of each member of staff to engage all employees.
- Through a process of monitoring and evaluation, within The Sele School Improvement Plan context and Performance Management system, establish the professional development focus for the coming year for each member of the department.
- Manage a range of learning styles and pace of learning within the department and provide colleagues with differentiated learning opportunities and techniques and support as appropriate.
- Meet regularly with colleagues to discuss, review and monitor progress made in implementing change.
- Assist staff to identify existing knowledge and practice, guide professional learning by identifying success criteria, and support the process through a programme of reflective practice.
- Work with other teachers to develop practice by:
 - Leading professional development activities;
 - Assisting colleagues in matching teaching approaches to learning styles;
 - Establishing a professional dialogue with colleagues to ensure staff feel confident to improve their skills.

- Supporting staff in their professional development by being a critical friend, providing constructive criticism and further opportunities to develop teaching skills;
- Auditing staff skills and experiences against requirements for change in practice to meet the demands of new initiatives and any requirements leading to successful implementation;
- Network with professionals at other / similar / feeder The Sele School's to enhance learning opportunities for staff;
- Mentor and coach members of the team to support and improve practice
- Create time for Professional Development of staff by efficient use of meetings time.

Other expectations

- To set an example of personal integrity and professionalism
- A responsibility of promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
- To ensure all tasks are carried out with due regard to Health and Safety
- To keep up to date with changes at the school through emails, staff briefing notes and attendance at relevant meetings
- To seek/implement modification where required
- To ensure effective communication as appropriate with all stake holders
- To play a full part in the life of the school community; to support its ethos and to encourage staff and students to follow this example
- To continue personal development as agreed
- To engage in the performance management review process
- To follow schools Policies and Procedures
- Prioritise work according to the school's needs, ensuring accuracy and attention to detail
- Any other duties commensurate with the role

Safeguarding

The postholder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for or come into contact with.

***The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Management Team as required. Trade union representation will be welcomed .

Employees will be expected to comply with any reasonable request from a Line Manger/Senior Leader to undertake work of a similar level that is not specified in the job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.