

Manorfield Infant and Nursery School - Job Description

Trust/School Post:	Manorfield Infant and Nursery School
Department:	Senior Leadership Team
Post:	Assistant Headteacher
Grade:	L6-L10
Accountable to:	Headteacher
Responsible for:	
Purpose of Job	
<p>The Assistant Headteacher (AHT) will support the Headteacher in providing professional, inspirational leadership for the school, as part of the school's Senior Leadership Team. This team will ensure the school's continuous success and improvement, ensuring high quality education for all young people, and high standards of learning and achievement for all.</p> <p>The AHT will work collaboratively with the Headteacher to secure deep engagement with all staff to develop evidence-informed, deep reflective practice to drive a culture of continuous school improvement.</p> <p>The AHT will work closely with the Headteacher to ensure a highly effective and professional culture across all areas of school life, and promote a powerful ethos of inclusivity and equity for all. The AHT will promote the values of the School and the Trust in all areas of their work.</p> <p>The AHT will line manage key colleagues as directed by the Headteacher to ensure the continuing success of the school.</p> <p>The AHT will work closely with the Headteacher in leading, planning and managing the successful delivery of the School's vision so that individual learners' achievements (academic and pastoral) meet or exceed expectations and that the highest possible standards are secured amongst all young people and colleagues.</p> <p>The AHT will:</p> <ul style="list-style-type: none"> • Play a key role in shaping the school's future and building on our current strengths: • Attend Local Governing Body meetings and liaise effectively with Governors. • Hold class teaching responsibility and lead at least one key curriculum subject. • Take on the role of Deputy Designated Safeguarding Lead (DDSL), promoting a culture of vigilance and care across the school. • Work closely with the Headteacher to plan and deliver high-quality CPD for teaching and support staff. 	

- Champion evidence-informed approaches to improve teaching and learning across the school.

The AHT will deputise for the Headteacher in their absence as directed.

Key Responsibilities

- Support the implementation and delivery of a high quality, diverse curriculum that allows all young people to make strong progress based on their starting points.
- Ensure the sequencing of subject curriculum offers are clearly mapped and highlight assessment points in line with school policy.
- Lead the Pupil Premium Strategy, including the strategic oversight and the monitoring and evaluation of the plan to ensure that pupil premium learners make at least good progress.
- Develop and sustain effective links with parents and carers of disadvantaged young people, including improving attendance at parents' evenings, school events and engagement with reports and school communications.
- Raise the aspirations and opportunities for disadvantaged young people through strategic oversight of academic mentoring.
- Create highly effective induction programmes for in-year admissions of disadvantaged young people.
- Develop and maintain high morale and set an example of professionalism, high quality performance and leadership by demonstrating the 7 Principles of Public Life and lead with integrity adhering at all times to the Batley Ethical Leadership Charter.
- Work closely with the Headteacher to develop and implement the school development plan, ensuring alignment with the School and Trust's overall mission and vision.
- Support the leadership of the whole school vision for teaching and learning, and drive the culture of continuous improvement through effective quality assurance at all levels and in all areas.
- Carry out performance review processes for all colleagues they line manage, working closely with the Headteacher to ensure the school supports career pathways and career progression for all colleagues. Ensure processes are fair and equitable for all.
- Work closely with the Headteacher to ensure the curriculum is ambitious for all, including young people who are disadvantaged and those with SEND.

Strategy and Direction

In partnership with the Headteacher, Governing Board and Trust:

- Follow the Plan, Do, Review and Evaluate approach to plan for the school's future needs and development.
- Establish an ethos which promotes effective teaching and learning, and sustains improvement and development for all young people.

- Support the Headteacher to develop and implement a strategic plan, underpinned by sound financial management and a range of quantitative and qualitative data, which delivers on the key priorities and targets for school improvement.
- Work with the Headteacher to ensure the school is placed at the heart of its community to retain strong community relationships, and build and retain a strong reputation for the school in its local community.

Leading Teaching and Learning

In partnership with the Headteacher:

- Support the implementation and delivery of a high quality curriculum which is ambitious for all, especially those who are disadvantaged and/or have SEND, ensuring all young people make strong progress based on their starting points.
- Monitor, evaluate and review practice regularly for your leadership area to ensure accountability of all colleagues for the progress of their young people.
- Ensure there is a continuous focus in the school of learner achievement, effectively using data and benchmarks to monitor the progress in every young person's learning.
- Ensure an engaging, personalised and inclusive curriculum is in place which, whilst following statutory guidance, is responsive to the needs of all young people.

Developing Self and Working with Others

- Treat people fairly, equitably and with dignity and respect to create and develop a positive school culture of personal responsibility and every opportunity for excellence from everyone.
- Assist in building capacity amongst teaching and associate colleagues to deliver and maintain high quality outcomes for all.
- Work with the School Business Manager to ensure colleagues new to the school and profession receive high quality induction and support.
- Take a lead role, working collaboratively with other leaders across the School to ensure that colleague professional development needs are both identified and supported.
- Coach and support the development of leadership and management in others.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own professional development.

Managing the organisation

- Lead by example.
- Work with the Headteacher to plan and deploy colleagues and resources effectively and efficiently in line with School and Trust vision and strategic planning.

- Work with the School Business Manager to manage and organise the school buildings to ensure the learning environment meets the needs of young people and is ambitious whilst meeting all health & safety guidance.
- Support the Headteacher to ensure all reports to parents/carers/governors and the Trust are high quality and meet statutory frameworks; ensure high attendance from all colleagues and young people; ensure the day to day management systems, structure and processes work effectively in line with key priorities.
- Be committed to professional generosity to collaborate effectively across the School and Trust system for the benefit of all young people and colleagues.

Securing accountability

- Support the Headteacher to ensure that all parents/carers are well informed about the curriculum and young people's progress, and that channels of communication are used effectively within the school, Trust and community.
- Contribute to an accurate account of school performance for a range of stakeholders including parents/carers, governors, the Trust and trustees, the wider community and Ofsted.

Strengthening community

In partnership with the Headteacher:

- Build and maintain a school culture which takes cognisance of the rich diversity of the School's community.
- Collaborate effectively, and work in partnership with other colleagues in the school and the Trust and external agencies in providing for academic, social, health, emotional, spiritual, moral and cultural well-being of all young people and their families.
- Promote and model good relationships with parents/carers which are based on partnerships to promote, support and enhance young people's achievement and progress, and promote/support parenting skills generally.
- Cooperate and work effectively with wider agencies to protect and safeguard all young people.

Wider duties:

- Work with other senior leaders to help the Trust's family of schools work successfully together in a climate of mutual challenge and support.
- Where appropriate, establish and maintain positive working relationships with fellow professionals and colleagues across the country to provide and seek advice and guidance as necessary.
- Undertake any such duties commensurate with the post as directed by the Headteacher.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the School's responsibilities towards safeguarding and the mental health and wellbeing of all colleagues and young people.

All colleagues are required to be fully aware of and understand the duties and responsibilities arising from the Children's Act and associated government guidance in relation to child protection and safeguarding all young people.

- A strong knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Create a culture that allows colleagues and all young people to be open and honest about issues affecting them and put in place actions to support them. Ensure related policies are robust to provide the appropriate interventions and support.

Manorfield Infant and Nursery School - Employee Specification

Post: Assistant Headteacher	Grade: L6-L10
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
Honours degree or equivalent	Essential	Certificates/ Application form
QTS	Essential	Certificates/ Application form
Management qualification and/ or NPQSL (or working towards NPQSL).	Essential	Application Form/ Selection Process
Relevant professional development activities undertaken within the last 2 working years	Essential	Application Form
Extensive relevant post qualification experience and in-depth professional knowledge	Essential	Application Form
Experience of successfully leading and managing the performance of colleagues	Essential	Application Form/ Selection Process
Successful experience of developing collaborative partnerships to support school to school improvement	Essential	Application Form/ Selection Process
Experience of managing budgets effectively	Essential	Application Form/ Selection Process
Experience of effective communication with colleagues and stakeholders at all levels of the organisation	Essential	Application Form/ Selection Process

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Commitment to Keeping Children Safe in Education and highly effective educational development of children.	Selection Process
Focuses on the needs and satisfaction of young people as the key customers of our Trust family of schools, setting high standards and expectations for quality of education, monitoring and maintaining those standards and consistently striving to achieve our ambitious goals so that all young people are able to succeed and achieve.	Application Form/ Selection Process
Works strategically to realise School and Trust goals by working collaboratively with other stakeholders across the School and Trust family of schools.	Application Form/ Selection Process
A dynamic leader who upholds ethics and values aligned to the School and Trust, and the regulatory framework within which the Trust operates. Takes organisational and individual responsibility and accountability seriously at all times.	Selection Process
A leader who demonstrates integrity at all times and who promotes and defends equal and equitable opportunities for all and demonstrates a commitment to inclusion for all colleagues and young people.	Application Form/ Selection Process
An exceptional leader who can adapt to changing circumstances, accepting new ideas and change initiatives as appropriate. A leader who can adapt their interpersonal style to suit different people or situations.	Application Form/ Selection Process
Makes prompt, clear decisions which may involve tough choices or considered risks and takes responsibility for actions, projects and people. Acts with confidence, integrity and initiative, generating activity from others.	Application Form/ Selection Process
Establishes good relationships with everyone they encounter, relating well to people at all levels (including young people) and builds a wide and effective network of contacts inside and outside the school.	Application Form/ Selection Process
A leader who makes a strong personal impression on others and who can gain clear agreement and commitment from others by persuading, convincing and negotiating.	Application Form/ Selection Process

Gather comprehensive information to support decision making through own research and networking. Actively encourages others to learn from successes and failures in order to help inform continuous improvement.	Application Form/ Selection Process
An innovative leader who is readily available with new ideas, approaches or insights to help the organisation move forward.	Application Form/ Selection Process
Capable of multitasking, problem solving and delivering to strict deadlines.	Selection Process
Exceptional interpersonal and communication skills.	Selection Process
Capable of delegating, motivating across different areas and guiding team effort towards efficient productivity and meeting objectives.	Application Form/ Selection Process
A keen, positive and enthusiastic team player.	Selection Process