



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Job Title: Assistant Headteacher

Pay Scale: L4 – 8

Location: Bishop Alexander L.E.A.D. Academy

Line Manager: The Headteacher

Strategic Purpose:

- To provide inspirational, creative and professional leadership and management for the academy
- To support the Headteacher in establishing high quality systems and policies
- To support the Headteacher in establishing high quality education through effective leadership of teaching and learning
- To support the Headteacher in establishing a culture that promotes excellence, equality and high expectations of all pupils
- To ensure that strategic planning is informed by rigorous self-evaluation and that it continuously improves learning and pastoral outcomes
- To ensure that the academy provides a safe and happy environment that promotes the welfare of children
- To ensure all safeguarding and child protection policies are adhered to
- To take responsibility for leading the school in the absence of the Headteacher or Deputy Headteacher

Duties and Responsibilities:

Strategic direction and development of the school

- As part of the Senior Leadership Team, provide inspiring, creative and purposeful leadership for the staff and pupils/students.
- To work in partnership with the Senior Leadership Team, the governing body, staff and parents, generating the ethos and values which will underpin the academy.
- To co-create and implement a Development Plan which will secure continuous academy improvement and support the principles of LEAD Trust
- To monitor and evaluate the performance of selected areas of the academy and respond and report to the Headteacher, Deputy Headteacher and the governing body as required.
- To lead on developing selected policies and practices and ensure that they take account of national, local and academy requirements and apply sound educational practice through evidence based pedagogy.
- To regularly monitor, evaluate and review the impact of selected policies, priorities and targets and take action if necessary.
- To inspire all those involved in the academy to commit to its aims, stay motivated to achieve them and involved in meeting long, medium and short term objectives to secure the educational success of the academy.

Teaching and learning

- As part of the Senior Leadership Team, continue to maintain an environment that promotes and secures outstanding teaching, effective learning and high standards of achievement, behaviour and attendance.
- Determine, organise, implement and monitor selected areas of the curriculum and its assessment and ensure that statutory requirements are met.
- Meticulously plan and teach engaging and challenging lessons to exemplify high standards of teaching and learning
- Ensure that pupils/students develop study skills in order to learn more effectively and with increasing independence.
- As part of the Senior Leadership Team, plan and implement a policy for the personal, social and moral development of pupils/students.
- Monitor and evaluate the quality of teaching and learning and achievement of selected pupil/student groups through appropriate methods.
- Exemplify excellent practice in delivering inclusion, diversity and equality of access.

Leading and managing staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- As part of the Senior Leadership Team, implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of staff.
- Hold selected staff to account for their professional conduct and practice, as specified in the Terms and Conditions of Service of teachers.

Efficient and effective deployment of staff and resources

- As part of the Senior Leadership Team, recruit, retain, deploy and develop staff of the highest quality.
- Monitor appropriate expenditure, allocation of funds/resources and effective administration for selected areas of responsibility in order to improve the quality of education, pupils' achievements and ensure efficiency and secure value for money.

Accountability

- As part of the Senior Leadership Team, continue to develop an organisation in which all staff recognise that they are accountable for the success of the academy.
- Present a coherent and accurate account of the school's performance in selected areas in a form appropriate to the range of audiences, including the Headteacher, governors, parents, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils/students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.
- Carry out any such duties as may be reasonably required by the Headteacher.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Assistant Headteacher Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> • Qualified Teacher with QTS • Has undertaken recent and relevant further professional development • NPQSL/NPQML or equivalent 	E D D	
Skills and knowledge	<ul style="list-style-type: none"> • Evidence of the ability to hold staff to account in the pursuit of improving standards • Experience of the appraisal process • Confident use of ICT communication skills • Knowledge and understanding of data analysis and the ability to use data to set targets for improvement • Experience in whole school self-evaluation • Up to date knowledge & understanding of the current national education agenda • Understanding of how children & adults learn and effectively apply their learning • Knowledge of child protection and safeguarding legislation 	E E E E E E E	D
Experience	<ul style="list-style-type: none"> • School based experiences in Key Stage 1 &/or 2 • Proven track record of raising achievement • Evidence of impact beyond own area of responsibility • Experience of teaching in more than one key stage • Experience of teaching in EYFS • Experience of leading a core subject • Experience of leading initiatives with in the school • Demonstration of high expectations including leading by example as a teacher • Clear evidence of leading a team to accelerate progress • Evidence of contributing to effective staff training, both on an individual and whole school level • Understanding of learning with regard to stages of basic skills development of children • Evidence successful school improvement planning and delivery 	E E E E E E E E	D D D D
Personal Attributes	<ul style="list-style-type: none"> • Emotional resilience • Ability to work under pressure, think creatively and to anticipate and solve problems • Dynamic, positive and constructive • Willingness to learn from mistakes 	E E E	

	<ul style="list-style-type: none"> • Empathy and excellent listening skills • Able to work in a professional manner as part of a team • Seek advice and support when necessary • Deal sensitively with people and resolve conflicts • Effectively communicate orally and in writing to a range of audiences including parents, governors and outside agencies 	E E E E E	
Additional Requirements	<ul style="list-style-type: none"> • Flexibility • Willingness to contribute towards the school team • Support the head in ensuring the smooth running of the school • Understanding of current educational issues 	E E E	D