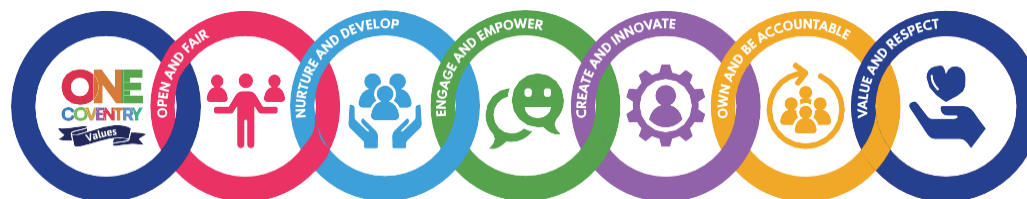


Job Description and Person Specification



Job Description

Job Title	Assistant Head
Grade	11-15
Service	Alternative Provision
Reports to	Head Teacher
Location	Coventry Extended Learning Centre
Job Evaluation Code	N/A



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Under the overall direction of the headteacher, provide outstanding leadership and management in order to secure outstanding:

- Teaching, learning & assessment
- Personal development, behaviour & welfare
- Outcomes for pupils

Main Duties & Key Accountabilities

Core Knowledge

Core Leadership Responsibilities

- Formulating the aims and objectives of Coventry Extended Learning Centres and establishing and implementing the strategy and policies through which they are to be achieved
- Carrying operational responsibility for the day-to-day management of the centres
- Proactively managing staff and resources
- Securing high quality teaching and learning to raise standards and achievement
- Maintaining outstanding behaviour and standards
- Ensuring the inclusion, wellbeing, safeguarding and personal development of all students
- Driving forward your allocated strategic responsibility across all Coventry Extended Learning Centre sites
- Undertaking any professional duties reasonably delegated by the headteacher

Strategic Responsibilities (across all Coventry Extended Learning Centre sites) – Personal Development, Behaviour & Attitudes

- To be arranged

Specific Responsibilities

- Deputise for the headteacher/deputy headteacher at assemblies, meetings (e.g. staff briefings, Middle Leadership), public events etc., as directed by the headteacher / deputy headteacher
- Support the headteacher and Management Committee in creating and implementing the vision, ethos and policies of Coventry Extended Learning Centre
- Ensure that the Coventry Extended Learning Centre's vision, ethos and policies are clearly articulated, shared, understood and acted upon
- Demonstrate and model the Coventry Extended Learning Centre's vision, ethos and policies in everyday work and practice
- Work with the headteacher and other senior leaders in producing Coventry Extended Learning Centre's Self Evaluation Form
- Contribute to the creation, implementation and monitoring of Coventry Extended Learning Centre's School Improvement Plan and take responsibility for appropriately delegated aspects of it
- Ensure that continued quality assurance is of the highest standard, reporting back to senior leaders and the headteacher
- Create and maintain an agenda of success and achievement across Coventry Extended Learning Centres
- Establish and maintain clear expectations in relation to standards and achievement for both teachers and students in the centres
- Regularly review own practice, set personal objectives and take responsibility for own professional development
- Execute the remit and statutory responsibilities of Deputy Designated Safeguarding Lead, managing operational safeguarding issues in the post-holder's centre and liaising closely with the Designated Safeguarding Lead
- Support the headteacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience

- As a leader, line manager and performance developer, to encourage, challenge and support all staff so that all aspects of pedagogy and practice are always good or better
- Ensure consistent and robust systems and practise to promote outstanding student engagement and behaviour
- Ensure that the quality of teaching and learning at the centres is consistently good or outstanding
- Ensure that all students achieve excellent academic progress
- Understand thoroughly, and be able to analyse and track, data to measure impact and the efficacy of interventions
- Implement and monitor evidence-based interventions to raise standards and performance across the Coventry Extended Learning Centres
- Ensure that every student is supported and nurtured to meet their full potential, with effective monitoring systems and impact measures
- Establish bespoke support packages for each student
- Provide clear channels of communication and referral
- Maximise opportunities for student and parent/carer voice
- Create and maintain effective partnerships with parents/carers to support and improve students' progress and outcomes
- Work effectively with other professionals and the wider community, as appropriate
- Work with the headteacher, Senior Leadership Team, Business Manager and Management Committee to establish and maintain priorities for expenditure and monitor the effective use of resources to achieve value for money and a balanced budget
- Maintain a high profile around the centre
- Attend all Senior Leadership Team meetings and after-school/public events
- Be flexible in covering for other colleagues, as necessary
- Carry out the responsibilities assigned with due regard at all times to Health and Safety at Work (including the preparation of Risk Assessments)

Outcomes

- An outstanding provision, contributing to a synergy between Coventry Extended Learning Centres
- A reputation as a centre of excellence
- Outstanding teaching, learning and assessment to raise standards and achievement
- Outstanding personal development, behaviour and welfare
- Outstanding outcomes for all students
- A highly motivated, solution-focused and effective staff team
- Excellent progress and impact for the post holder's allocated strategic responsibility across Coventry Extended Learning Centres

Any other duties and responsibilities within the range of the salary grade

Key relationships

External	Internal
Schools Council Departments Police Social Workers	Staff Students

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	N/A
Knowledge	
Comprehensive understanding of both national performance measures for schools & Alternative Provision and the Ofsted framework for inspections.	
Understanding of contemporary issues relating to teaching and learning, inclusion, behaviour, welfare and safeguarding.	
Skills and Abilities	
Outstanding practitioner	
Ability to teach up to GCSE level	
Ability to teach up to IB, A Level or L3 BTEC level	
Ability to analyse and report on key data documents	
A strong, flexible leadership style to coach and motivate professionals, individually and within groups, to achieve individual and collective targets	
Ability to develop and implement strategies to enhance and sustain setting-wide initiatives	
Ability to work with a range of external agencies and stakeholders (including parents/carers) to deliver setting-wide initiatives	
Excellent verbal and written communication skills	
Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes	
Ability to work autonomously, prioritise conflicting demands and thrive under pressure	
A passionate belief in Coventry Extended Learning Centre's vision and values.	
A heartfelt commitment to nurturing and challenging children and young people to reach their full potential.	
Highest levels of professional and personal integrity.	
A strong commitment to inclusion and overcoming barriers to learning and achievement	

Personal resilience, persistence and perseverance
Commitment to the pursuit of continuous professional development, including a willingness to embrace change and recognise new educational developments
Ability to motivate and empower others, raising standards across Coventry Extended Learning Centre
Experience
Leadership in an 11-19 secondary school setting or equivalent educational provision
Proven record of outstanding practice in pastoral care, behaviour strategies and management
Successful and sustained delivery of outstanding attainment and achievement
Innovation and creativity to engage and enthuse learners of all abilities
Developing and leading the implementation of strategies to drive setting-wide improvement
Developing and enhancing the quality of inclusion, behaviour, welfare or safeguarding provision in a school setting or equivalent educational provision
Leadership of an inclusion provision in a school setting or equivalent educational provision
Executing the remit and statutory responsibilities of Designated Safeguarding Lead or Deputy Designated Safeguarding Lead
Qualifications
A degree qualification (2(i) or above)
Qualified Teacher Status
Evidence of Continuous Professional Development
Middle or Senior Leadership qualification
Special Requirements
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created		Date Reviewed	February 2019
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