

JOB DESCRIPTION

Job Title:	Assistant Headteacher	Salary: Leadership scale 11-15
Location:	Whitley Academy	Hours of work: Full-time

Job Purpose

- Undertake the normal responsibilities of a classroom teacher
- Be a member of the leadership team
- Assist the Headteacher in leading and managing the school
- Undertake such duties as are delegated by the Headteacher
- Maintain a high-profile presence, and to be accessible to and supportive of students, staff, parents and the wider community, as appropriate
- To ensure that Whitley Academy plays an active and influential part in educational and other partnerships, locally, regionally and nationally
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Strategic Framework and the aims and objectives of the school by:
- Establishing the policies through which they shall be achieved
- Leading and managing staff and resources to that end
- Monitoring progress towards their achievement

General Duties (Not in Order of Priority)

Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Class Teacher Responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers
- To be responsible for teaching across all key stages

The Internal Organisation, Management and Control of the School:

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- Planning improvement which will translate school aims and policies into actions
- Implementing policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines

Curriculum Design

To be responsible for progress and support of one or more subject areas

To contribute to:

- The development, organisation and implementation of the school's curriculum; school policies on curriculum, teaching and learning, assessment, recording and reporting ensuring that learning and teaching provided by different faculties form a co-ordinated, coherent curriculum entitlement for all students
- Ensuring that information on student progress is used to improve teaching and learning, to inform and motivate students, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school
- Ensuring that individual students' continuity of learning and effective progression of achievement are provided

Student Support

To be responsible for the line management of a year group within our support framework.

To Contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of students including pastoral care and guidance
- The effective induction of students
- The determination of appropriate student groupings
- The promotion among students of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
- The development of a culture of independent learning
- The handling of individual student disciplinary cases
- The delivery of "World Class" Student Voice and Student Leadership programmes

The Leadership and Management of Staff

- To be responsible for the line management and performance management of specific faculty/subject/college leaders
- To participate in the recruitment and development of teaching and associate staff of the school
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- To participate in arrangements for the appraisal of the performance of teachers
- The provision of professional advice and support and the identification of training needs

Relationships

- To be responsible for fostering positive relationships across the school community
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports

- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments
- To develop and maintain positive links and relationships with the community, local organisations and employers

SPECIFIC DUTIES (Not in Order of Priority)

To lead on one or more of the areas below - **To be agreed with the successful candidate following the selection process and rotated to ensure all colleagues are developed in all areas of school leadership:**

Learning

- To work with the Headteacher and other MAT leaders to ensure the school's curriculum is dynamic and intent, implementation and impact are all understood by all stakeholders.
- To have responsibility for the Teaching & Learning policies and procedures of the School, ensuring their implementation and impact through monitoring and evaluation.
- To develop strategies to ensure "World Class" teaching strategies are deployed across the school, and monitor the impact of these in collaboration with other members of the Senior Leadership Team.
- Coordinate all Quality Assurance processes in relation to the quality of teaching and learning across the school
- To coordinate termly reports that advise the Senior Leadership Team and Governors about the quality of teaching and learning across the School
- To gain information on, and transfer of, student records, through existing or new links
- Ensure that all staff engage with Continuing Professional Development (CPD) opportunities during the course of the academic year and that there is a single, coherent focus on developing pedagogy across the whole school
- Ensure our Continuing Professional Development programme adopts a differentiated approach to allow all teachers to develop 'next and best practice' in relation to their 'Career Stage Expectation'
- To attend relevant meetings and/or training and keep all staff informed as appropriate.
- To ensure Initial Teacher Training (ITT) and Early Career Framework (ECF) is delivered and professional relationships with existing and new HE providers are maintained and developed over time.
- To ensure teachers at the ECF stage are inducted and receive appropriate support during their first three years in the profession.

- To ensure the School is fully engaged with the wider educational community in relation to the development of Teaching and Learning – this will include membership of MAT CPD Groups; support for *Teach meet* activity and other relevant CPD across the MAT, Coventry and the region.
- To have an oversight of all matters relating to Teaching & Learning, providing the Headteacher with information for the School Strategic Framework, information for colleagues in the Appraisal system and Heads of Subject to inform planning.
- To analyse all data from national reporting sources, reporting back to Senior Leadership Team and Governors on the quality of Teaching & Learning at Whitley Academy in relation to other schools in the MAT, locally and nationally.
- To assist with and advise on the development, implementation and monitoring of a system for professional record keeping using software packages which are accessible to all staff.
- To ensure data, in accordance with the Data Protection Act is fairly and lawfully processed, processed for limited purposes, adequate, relevant and not excessive, accurate, stored for limited time scale, processed in accordance with the data subject's rights, secure and not transferred without adequate protection.

Support

- To have responsibility for the Safeguarding policies and procedures of the School, ensuring their implementation and impact through monitoring practice.
- To develop strategies to implement effective behaviour & safety procedures across the school, and monitor the effectiveness of the different areas of practice.
- To ensure a culture of reward is prevalent across the school; utilised by all staff and valued by all students and their parents/carers
- To develop positive relationships with and ensure clear communication with parents/carers about their child's behaviour and safety at school
- To line manage key leadership posts within the staffing structure
- To line manage those Support Staff posts in relation to behaviour & attendance – as identified in the school staffing structure
- To advise the Senior Leadership Team and Governors of up-to-date issues relevant to the practice of whole school management of behaviour & safety
- To gain information on, and transfer of, student records, through existing or new links
- To attend relevant meetings and/or training and keep all staff informed as appropriate.
- To advise colleagues on behaviour management practices and procedures.

- To have an oversight of all matters relating to behaviour and safety of students, providing the Headteacher with information for the School Strategic Framework, information for colleagues in the Appraisal system and Heads of Subject to inform planning.
- To analyse all data from national reporting sources, reporting back to Leadership Team and Governors on the behaviour and safety of our students in relation to other schools nationally.
- To assist with and advise on the development, implementation and monitoring of a system for record keeping which is in line with the transfer of data nationally using software packages which are accessible to all staff.
- To ensure data, in accordance with the Data Protection Act is fairly and lawfully processed, processed for limited purposes, adequate, relevant and not excessive, accurate, stored for limited time scale, processed in accordance with the data subject's rights, secure and not transferred without adequate protection.
- To support staff through Continuing Professional Development in the use of ICT, for data management, record keeping, reporting and target setting.
- To ensure behaviour and safety data is used by staff to identify where students are not meeting expectations and that effective and proven intervention strategies are deployed to address this at whole school, Year group, subject and individual classroom teacher level.

Outcomes

- To develop strategies to implement effective assessment and tracking procedures across the school, and monitor the effectiveness of the different areas of practice.
- To line manage the Data Manager post within the Support Staff structure
- To advise the Senior Leadership Team and Governors of up-to-date issues relevant to the practice of whole school management of assessment and student progress
- To gain information on, and transfer of, student assessment records, through existing or new links
- To attend relevant meetings and keep all staff informed as appropriate.
- To advise colleagues on assessment practices and procedures.
- To have oversight of the target setting process, providing the Headteacher with information for the School Strategic Framework, information for colleagues in the Appraisal system and Heads of Subject to inform planning.
- To analyse all data from national tests and examination results, reporting back to Senior Leadership Team and Governors on the attainment and progress of students and groups of students as defined by national comparison data

- To have responsibility for the marking policy of the School, ensuring its implementation through monitoring practice and procedures within departments.
- To assist with and advise on the development, implementation and monitoring of a system for record keeping which is in line with the transfer of data nationally using software packages which are accessible to teaching staff.
- To ensure data, in accordance with the Data Protection Act is fairly and lawfully processed, processed for limited purposes, adequate, relevant and not excessive, accurate, stored for limited time scale, processed in accordance with the data subject's rights, secure and not transferred without adequate protection.
- To support staff through INSET in the use of ICT, for data management, record keeping, reporting and target setting.
- To ensure attainment and progress data is used by staff to identify underperformance and that effective and proven intervention strategies are deployed to address this at whole school, subject and individual classroom teacher level.

Post-16

- To work with the Headteacher and SLT to lead the development, implementation and review of the school's P16 curriculum, so that it is broad, balanced and dynamic, reflecting the needs of the WA cohort and contributing additional value to the P16 student offer across the MAT.
- To co-ordinate both pastoral and academic support for the P16 cohort to ensure that every student actively engages with school and uses the opportunities provided to secure successful outcomes.
- To lead the target setting process for P16 students using the appropriate baseline tool.
- To lead the interview and induction of students into P16, so that they transition effectively from KS4 and that they secure a strong start to KS5 learning.
- Ensure that up to date tracking and monitoring information is held on individual students so that they are challenged to make at least good progress from baseline data. Analysis for the cohort should include support and challenge for attendance, lateness to school/to lessons, appropriate and regular feedback to parents and monitor commitment to the school community's ethos.
- To work with other MAT school P16 leads to ensure that T&L for WA students provided for as part of our shared curriculum offer, maximises progress and attainment.
- Pioneer and deliver an ambitious programme of Student Leadership and Student voice working with the SLT so that P16 learners feel valued and develop a broad range of skills for life beyond school.
- Working with the Headteacher, develop a vision for the unique profile of WA P16 within the MAT and proactively market the WA P16 profile across the city, so that NOR increases over time.
- Working with the Headteacher and SLT innovate and implement a clear strategy for engaging the parents of all P16 students at Whitley Academy in their child's school experience.

- To advise the Senior Leadership Team and Governors of up-to-date issues relevant to P16, ensuring that students, parents and teachers are informed about and prepared for the UCAS process.
- Working with the Headteacher and SLT ensure that P16 CEIAG provision meets the Gatsby benchmarks.
- To attend relevant meetings and keep all staff involved in P16 informed as appropriate.
- To ensure data, in accordance with the Data Protection Act is fairly and lawfully processed, processed for limited purposes, adequate, relevant and not excessive, accurate, stored for limited time scale, processed in accordance with the data subject's rights, secure and not transferred without adequate protection.
- To support staff through Continuing Professional Development opportunities, to engage and support an exciting student experience beyond the timetabled curriculum.

Experience

- To work with the Headteacher and SLT and other MAT leaders to ensure the school's curriculum is broad and balanced, dynamic and intent, implementation and impact are all understood by all stakeholders.
- To develop strategies to implement effective careers education, information and guidance at the school.
- Pioneer and deliver an ambitious programme of Student Voice and Student Leadership so that all learners feel valued and develop a broad range of skills for life beyond school.
- Develop an exciting and ambitious out of school hours learning programme that engages all groups of learners and supports their wider enjoyment of school life.
- Innovate and implement a clear strategy for engaging the parents of all students at Whitley Academy in their child's school experience.
- To advise the Senior Leadership Team and Governors of up-to-date issues relevant to the practice of whole school management of assessment and student progress
- To attend relevant meetings and keep all staff informed as appropriate.
- To advise colleagues on the above.
- To have oversight of the target setting process, providing the Headteacher with information for the School Strategic Framework, information for colleagues in the Appraisal system and Heads of Subject to inform planning.
- To analyse all available information about the above, reporting back to Senior Leadership Team and Governors on the engagement and progress of students and groups of students in these areas of school life.



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- To support staff through Continuing Professional Development opportunities, to engage and support an exciting student experience beyond the timetabled curriculum.

On appointment or review, the post-holder should sign below to indicate acceptance of, and agreement with, this job description

Signed: Date:

Print Name:

Whitley Academy and Finham Park Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment.