

# Job description

## Assistant Head Teacher – Achievement

### Purpose of the role

To support the Head of School and the Deputy Head Teacher in strategically leading the school, and to help develop a culture of high aspirations and excellence for all.

### Specific Responsibilities

#### Achievement

- To raise achievement at all levels in the school with a focus on maximising student progress and securing the highest possible standards in learning and teaching
- To manage additional provision relating to Pupil Premium and Catch Up funding including the implementation and monitoring of strategies to narrow the gap and improve progress and achievement
- To manage intervention work across the school in liaison with the School Leader for Curriculum and Achievement, Curriculum Leaders and other staff
- To lead, oversee and coordinate formative assessment across the school, monitoring student progress and taking responsibility for all relevant assessment policies
- To use performance data to identify areas for improvement
- To develop effective intervention priorities as appropriate and to ensure an improvement in standards is promoted at whole school and departmental level
- To lead the reporting and Progress Review and Parents' Evening cycle
- To assist the Headteacher with staff development and Performance Management
- To contribute to the production of the staff handbook and school calendar
- To line manage designated staff and specified departments

The main requirements relating to the Leadership Standards are detailed below and involve the following commitments:

### Shaping the future

- To support the Head of School and governors in

establishing a vision for the future development of the school

- To play a leading role in the school improvement planning process, taking account of the agreed priorities of the school
- To contribute to the identification of key areas of strength and weakness in the school and to lead in relevant areas e.g. catch up, use of pupil premium funding
- To work to a high standard in implementing agreed policies and priorities, and to set high expectations and a good example for other colleagues
- To promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account
- To contribute to the self-evaluation of the school

### Developing self and working with others

- To promote equal opportunities and safeguard the safety and welfare of all those in the school
- To contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount e.g. through taking school assemblies
- To support the development of collaborative approaches to learning within the school and beyond
- To support the induction of staff new to the school
- To set high expectations for your own performance and that of others and to assist with the setting and monitoring of professional standards in the work of all staff members
- To engage in relevant professional development activity as necessary and to guide staff in their training and personal development

### Managing the organisation

- To monitor the quality of teaching and learning in the school and to promote improvement
- To contribute to a regular review of the organisation of the school to ensure it meets statutory requirements

- To develop action plans in specified areas of responsibility, in order to bring about improvements
- To lead on the development and implementation of school policies relating to issues such as assessment and reporting
- To contribute to the planning process for the distribution of resources, to ensure they meet the schools identified priorities
- To take responsibility for Performance Management of identified staff
- To contribute to the regular evaluation of the impact of the use of resources in relation to the quality of education of the students and value for money
- To maintain a high profile in the life of the school through being a visible leader around the site, overseeing the operation of duty teams and by attending extra-curricular events
- To be directly associated with responsibilities relating to assemblies, tutor meetings and quality assurance

### Securing accountability

- To support the governing body in meeting its responsibility to account for the performance of the school
- To be directly linked with named curriculum areas in terms of monitoring and evaluation and in support of improvement planning and performance review

- To support staff in understanding their own accountability, and promote performance management as a means of improving teaching, learning and leadership in the school
- To assist with the reporting of the performance of the school to parents, carers, governors and other key partners as necessary
- To provide reports and information related to your areas of responsibility as required

### Strengthening community

- To gain an understanding of the diversity of the school community
- To contribute to policies and practice which promote equality of opportunity and tackle prejudice
- To contribute to the development of opportunities for students to enhance their learning within the wider community
- To promote and model good relationships with parents, which are based on partnerships to support and improve students' achievement
- To promote links and good relationships with the local community and outside agencies

# Person specification

	Essential	Desirable
Education and qualification	<ul style="list-style-type: none"> <li>• Honours Degree (First or Second Class)</li> <li>• Qualified Teacher Status–PGCE or equivalent</li> <li>• Evidence of applying continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Higher professional qualification</li> </ul>
Knowledge & experience	<ul style="list-style-type: none"> <li>• Significant teaching experience at senior leaders level in a secondary school setting</li> <li>• Has successfully led, planned, managed and evaluated change which has had a significant impact at whole school level</li> <li>• Has demonstrated the ability to work strategically and successfully</li> </ul>	<ul style="list-style-type: none"> <li>• Has experience of sixth form teaching and intervention</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrates outstanding, sustained and successful experience as a teacher in a secondary context</li> <li>• Has a proven record of outstanding teaching and outstanding results with examination classes</li> <li>• Can demonstrate strategic thinking and planning that builds, communicates and carries forward coherent and shared vision</li> <li>• Has experience of developing and sustaining a learning culture that has inclusion at its core, including high expectations and standards of achievement</li> </ul>	
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• A wide range of effective behaviour management and strategies to embed them across a school</li> <li>• A clear understanding of what constitutes positive student behaviour and effective strategies to achieve them</li> <li>• Knowledge and awareness of the OFSTED framework—particularly the behaviour and attitude section</li> <li>• Ability to motivate and inspire others</li> <li>• Ability to lead initiatives, support the process of change and work effectively in a team</li> <li>• Ability to coach colleagues to improve their behaviour management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of improving whole-school student attendance</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A student centred approach to education</li> <li>• Ability to think strategically and use your own initiative</li> <li>• A commitment to work as part of an effective senior leadership team</li> <li>• Ability to form good working relationships with students and staff</li> <li>• High standards and expectations</li> <li>• Ability to hold effective yet difficult conversations with a range of stakeholders</li> <li>• Outstanding communication skills</li> <li>• Reliability and integrity</li> <li>• A commitment to safeguarding and promoting of welfare of children issues</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to personal and professional development</li> <li>• Subscribe to a research based approach to education</li> </ul>