



CROFTON ACADEMY JOB DESCRIPTION

Job Title: ASSISTANT HEADTEACHER

Grade: L13 – L17

Reporting to: HEADTEACHER

Location: CROFTON ACADEMY, WAKEFIELD

Key Outcomes/Activities:

Job Purpose

Under the overall direction of the Headteacher, the Assistant Headteacher will be required to provide dynamic and professional leadership through significant contribution to:

- formulating the aims and objectives of the school;
- establishing the policies through which such aims and objectives shall be achieved;
- managing staff and resources to that end;
- monitoring progress towards their achievement and,
- carrying out the professional duties of a qualified teacher in line with the school's expectations and the teachers professional standards at all times.

Responsibilities of the Post

Specific responsibilities will be negotiated upon appointment, dependent on an individual's skills and experience.

The post holder will have a proven track record of ensuring outstanding standards in all areas of school life and be able to form high quality relationships for learning with all staff and students.

We are looking to appoint an Assistant Headteacher who will:

- be an outstanding Teacher;
- have a good understanding of outstanding and innovative practise in Teaching and Learning;
- ensure consistent delivery of good achievement and progress for all students and take a key role in standards across the school;
- have a good understanding of how data supports and enhances student progress and achievement;
- be a positive team player with a strong commitment to professional development, keeping up to date with research and developments within Teaching;
- be the Leadership link to agreed departments, and,
- chair relevant working groups.

In terms of Educational Leadership the Assistant Headteacher will:

- work with the Headteacher and Leadership Team on the strategic direction and development of the Academy in order to maintain its 'Outstanding' rating;
- promote and contribute to the inclusion culture of Crofton Academy;
- lead by example in the development of outstanding teaching and learning;
- model strong leadership qualities across the spectrum of responsibilities;
- work with the Leadership Team to maintain and improve attainment for all;
- effectively deploy staff and resources;
- support proper accountability process throughout the school, and,
- actively seek to extend opportunities to develop partnerships between the school and parents, the school and wider agencies/ communities to the betterment of the Academy.

Personal Attributes

- Have a successful track record of whole school responsibility, demonstrating exceptional leadership qualities;
- Be energetic, creative, resilient and able to embrace the challenges this exciting post offers;
- Have excellent communication skills and demonstrate openness and honesty;
- Be an excellent team player and able to work in collaboration, and
- Lead by example.

General Academy Responsibilities

- to be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post;
- contribute to and uphold the vision and ethos of Crofton Academy;
- recognise own strengths and areas of expertise and use these to advise and support others;
- promote team work within the school, working in partnership to ensure effective working relations across staff teams;
- treat all users of the Academy with courtesy and consideration, and
- be aware of and comply with all Crofton Academy Policies at all times.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

REQUIREMENTS FOR THE POST ASSISTANT HEADTEACHER			
Key Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Degree and QTS • Continuing professional development 	<ul style="list-style-type: none"> • Further educational study or action research 	<ul style="list-style-type: none"> • Application • Certificates
Experience	<ul style="list-style-type: none"> • Proven track record of raising educational standards through the effective use of performance data • Ability to motivate and inspire others through effective line management • Proven track record of developing staff • Working in an inclusive school, with a mix of social and academic contexts 	<ul style="list-style-type: none"> • Experience in more than one teaching establishment • Two or more positions of responsibility in a secondary setting • Leadership of a whole school initiative that has raised student attainment levels 	<ul style="list-style-type: none"> • Application • Interview • Tasks • References
Skills, Knowledge or Abilities	<ul style="list-style-type: none"> • An understanding of current educational issues for secondary education • An understanding of how to ensure students of all abilities achieve • Dynamic team leader with the ability to lead and manage teams of people and to delegate effectively • An understanding of the process of establishing school improvement priorities • Excellent inter-personal, organisational and communication skills • Knowledge and commitment to safeguarding and promoting the general health, safety and welfare of young people • Ability to evaluate and improve the teaching practice of self and others, using performance data as appropriate • Leads by example with high professional and personal standards • Innovative approach to 	<ul style="list-style-type: none"> • Knowledge of life without levels • A knowledge of the new OFSTED framework • An understanding of inclusion and its role in secondary schools • Knowledge of Teachers Standards • Knowledge of performance management process 	<ul style="list-style-type: none"> • Application • Interview • Tasks • References

	<p>teaching and learning</p> <ul style="list-style-type: none"> • An effective communicator and motivator of pupils • Working with staff in a planned evaluation programme, with a focus on raising the quality of teaching and learning 		
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Responsibilities for Resources:

Line Management: This job involves some direct line management responsibilities.

Financial: This job has no direct responsibility for financial resources, although responsibility could be delegated in the absence of the Headteacher.

Physical: This job involves some direct responsibility for physical resources.

Responsibility for Policy Development: The jobholder will be expected to contribute to policy development and to be involved in policy consultation.

Responsibility for Student Outcomes: The jobholder will drive school performance through the coaching and management of others.

Working Conditions: The jobholder will work across the whole school on a daily basis.

Main Contacts: Leadership Team, Teaching and Support Staff, Pupils and Parents as required as well as other Schools/ Academies within the local area.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

This is a description of the job as it exists currently. All Academy job specifications are reviewed and could be varied following consultation in order to reflect future developments, roles and organizational change.

Date completed: September 2016

Signature of Postholder:

Date: