

Batley Multi Academy Trust - Job Description

Trust/School Post:	Batley Grammar School
Department:	Senior Leadership Team
Post:	Assistant Headteacher
Grade:	L10-14
Accountable to:	Headteacher
Responsible for:	
Purpose of Job	
<p>The Assistant Headteacher is accountable to the Headteacher and Deputy Headteacher and their main purpose will be to:</p> <ul style="list-style-type: none"> • Support in creating appropriate pathways for young people who need a more personalised approach; • Undertake the formal responsibilities of a teacher; • Assist the Headteacher in leading and managing the School; • Undertake such duties as are delegated by the Headteacher. 	
Responsibilities	
<p>Leadership and Management</p> <ul style="list-style-type: none"> • To assist the Headteacher and SLT in shaping the vision and direction for the school, setting out very high expectations with a clear focus on student progress; • To play a significant role in formulating and monitoring the relevant sections of the School Improvement Plan along with the Headteacher, senior staff and Governors; • To provide an excellent role model for all members of staff and for young people in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer guidance and support to colleagues; • To make a significant contribution to the school's continuing professional development programme, including delivering INSET and working with individuals in a variety of teams and in a variety of professional development activities; • To act as line manager to ensure the quality assurance of the specialist curriculum; • To work closely with staff in the designated curriculum group to implement appropriate strategies to meet performance indicators; • To actively promote equality of opportunity by assisting the Headteacher in ensuring the school provides the best possible education for all its young people, taking into account ethnicity, gender, Special Educational Needs, pupils learning English as an Additional Language, disability and other emotional needs that may affect learning; • To assist the Headteacher and Deputy in all aspects of the day-to-day administration and organisation of the school, as agreed with the Headteacher; • To take a significant role in the implementation of the school's performance management policy, to secure school improvement and individual professional development; • To participate in recruitment and selection, as agreed with the Headteacher. 	

Behaviour, Pastoral and Attendance

- To undertake a significant role in maintaining high standards of behaviour and discipline for those young people accessing support through the PLC;
- To organise and deliver training as needed to groups of school staff
- To provide leadership and support for colleagues (teachers and assistants) with regard to behaviour, Safeguarding and attendance matters, including:
- Following up enquiries and complaints from parents;
- To support duties before school, break, lunchtime and after school.

Teaching and Learning

- To undertake teaching duties as agreed with the Headteacher, providing a model of excellence for colleagues;
- Providing in-class support to staff, for example through demonstration lessons, team teaching and observation and feedback;
- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve behaviour and learning and teaching.

Other Duties and Responsibilities

- To attend daily and weekly meetings, in accordance with school policy and practice and to lead meetings as required;
- To take whole school assemblies when required;
- To prepare and present reports, as required to, e.g. Governors, parents and outside agencies;
- To contribute towards the wider life of the School community e.g. via extracurricular activities or other events;

This is not an exclusive list; aspects of this job description will change depending upon the allocation of tasks to meet the strengths of the SLT. Senior Leader roles are subject to review and negotiation dependent on the post holder's skills and experience as well as school priorities.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Head teacher/Line Manager
- As part of the wider duties and responsibilities, the teacher is expected to promote and actively support the school's responsibilities towards safeguarding.
- As an essential: A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Generic duties and responsibilities for all Batley Grammar School staff

Data Protection

- Being aware of the school's responsibilities under GDPR for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Act's guidance.

Child Protection

- Work in accordance with the school policies and guidance on Child Protection.

Confidentiality

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

Equal Opportunities

- Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

Health and Safety

- Being responsible for your own Health & Safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School's Health & Safety Policy and Procedures, cooperate with management, follow established schemes of work, use protective equipment where necessary and report defects and hazards to management.

Professional Standards

- Supporting high uniform standards by maintaining smart appearance and dress appropriate to the job for which staff have been employed which reflect the expectations we have for students;
- All staff should arrive on time to commence their duties as described by their contracts;
- All staff are expected to attend on the days covered by their specific contract;
- All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds;
- All staff are expected to treat each other, parents, students and member of the public with respect;
- Promote the school in the wider community.

Contributing as an effective and collaborative member of the School team

- Participating in training, as appropriate, to be able to demonstrate competence;
- Participating in First Aid training if required;
- Participating, as appropriate, in the ongoing development, implementation and monitoring of the School and departmental development plans;
- Championing the professional integrity of the School;
- Supporting Teaching and Learning focus and the electronic management of processes;
- Actively sharing feedback on School policies and interventions;
- To act as a Form Tutor in the 11-16 age range
- To give advice to students and parents
- To attend Parents' Evenings, achievement celebrations and Open Days
- Undertaking any other reasonable request, within the capabilities of the post holder, as requested by the Head teacher.

Batley Multi Academy Trust - Employee Specification

Post: Assistant Headteacher	Grade: L10-14
------------------------------------	----------------------

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
Qualified Teacher Status.	Essential	Certificates
Educated to degree level in a relevant subject.	Essential	Certificates
Management qualification and/ or NPQSL (or working towards NPQSL).	Essential	Application Form/ Selection Process
Proven successful leadership experience of a department or team.	Essential	Application Form/ Selection Process
Experience of whole school curriculum development and leadership.	Essential	Application Form/ Selection Process
Knowledge of whole school curriculum development and assessment.	Essential	Application Form/ Selection Process
Knowledge and understanding of high level data analysis and the ability to use data to set targets for improvement.	Essential	Application Form/ Selection Process
Ability to effectively motivate and lead a number of teams.	Essential	Application Form/ Selection Process

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Good literacy and numeracy skills	Application Form/ Selection Process
Effectively communicates and exchanges orally or in writing varied information to inform others, including colleagues, students, parents/carers and members of the public.	Application Form/ Selection Process
Effectively manages and leads others.	Application Form/ Selection Process
Organises own and others' workload with minimum supervision and prioritises to meet deadlines and meet the needs of the school/ Trust.	Application Form/ Selection Process

Responds appropriately to difficult or unexpected situations in the workplace and interprets information to resolve difficult problems.	Application Form/ Selection Process
Recognises the importance of continued professional development and identifies training needs.	Application Form/ Selection Process
Flexible approach and drives change in a positive manner and encourages others to adapt to change.	Application Form/ Selection Process
Resilient and able to work under pressure.	Application Form/ Selection Process