

Links Academy

**Assistant Head of School Job Description**

This job description should be read in conjunction with the National Standards for Assistant Head of Schools.

**The Links Academy Trust is committed to safeguarding children and young people.  All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check.  We will also require two appropriate references.  As part of the recruitment process on line checks will be carried out on shortlisted candidates.**

**Responsible to: Head of School**

**Purpose**

* To ensure an outstanding learning environment which is engaging and fulfilling for all students
* To contribute to the strategic development of the school to ensure that it continually aspires to the highest standards
* To secure outstanding teaching and learning in all lessons and to support the Head of School when taking the appropriate action where this is not the case
* To communicate effectively and professionally with all stakeholders
* To inspire and engage staff and students in the vision for the school

**Core Duties**

**Teaching and Learning**

* To set high professional development standards as a class teacher providing a role model for all staff in both classroom organisation and management and in implementing all school policies
* To be responsible for monitoring and evaluating the quality of teaching and learning of students ensuring high standards are attained by staff and that all students fulfill their potential
* To plan and deliver CPD on matters of teaching and learning as required
* To jointly lead the whole staff team in developing further a strong learning culture that has high expectations of work and behaviour at its centre
* Curriculum Co-ordinator for an area of the curriculum

**Promote quality Teaching and Learning**

* Support teachers, including trainees, to develop outstanding practice in teaching and learning
* Report successes/areas of concern to the Head of School as necessary
* Set targets for continuous improvement and provide support e.g. through performance management
* Carry out learning environment audits

**Leadership and Management**

* Work effectively with the Senior Leadership Team making a major contribution to the work and ethos of Links Academy and the Trust
* To support staff in setting and achieving challenging targets for all students in attitudes to learning
* To keep the work of the school under review through the School Improvement Plan (SIP) and School Evaluation Document (SED)
* To make a significant contribution to school self-evaluation, including the SED
* To be flexible and adaptable, willing to train and prepared to lead a diverse range of responsibilities as the needs of the school and Trust evolve and change

**The School as a Community**

* To successfully contribute of the development of the school and Trust as a real community that serves the needs of students, parents, staff Trustees and the wider public
* To support and develop equal opportunities for all members of the school community
* The Assistant Head of School will actively contribute to establishing a climate of co-operative and collegiate leadership in the school

**EQUALITIES**

Be aware of and support differences and ensure that the Academy’s Equality Information and Objectives policy is followed.

**HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; GDPR and cyber security and report all concerns to the Head of School.

**SAFEGUARDING**

This post is classed as having a high degree of contact with students or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check.  We will also require two appropriate references.  As part of the recruitment process on line checks will be carried out on shortlisted candidates.

**ADDITIONAL INFORMATION**

The post holder is required to contribute to and support the overall aims and ethos of the Multi Academy Trust. All staff are required to participate in training, other learning activities, performance management and development as required by the Academy’s’ policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Behaviour Management training and an induction process will be included for all staff. All staff will be trained through the Therapeutic Thinking programme (formerly Hertfordshire ‘Steps’) and this is integral in the support and management of the students on site and in schools.

The post holder is required to work across the Trust.

**CONTACTS**

The post holder works directly with teachers, support staff and students. Has routine and regular contact with parents and carers and with external agencies.

**KNOWLEDGE, EXPERIENCE AND TRAINING**

Candidates must have at least 5 years’ as a teacher (QTS) and a proven track record of school improvement.