



Job Description

Role	Assistant Headteacher	School/Department	Please refer to advert
Purpose	<ul style="list-style-type: none"> To share in the leadership and the corporate responsibility of the school. To assist the Headteacher and SAB in ensuring high quality education for all students, continuous school improvement and ongoing staff development. To take full responsibility for leading and managing significant aspects of the school as directed by the Headteacher. To ensure effective and robust implementation of school and Trust policies To carry out such other associated duties as are reasonably assigned by the Headteacher. 		
Applicable Contract Terms and Duties	The duties outlined in this job description are to be performed in accordance with the provisions of the latest School Teachers' Pay and Conditions Document as adopted by Maiden Erlegh Trust. It may be modified by the Headteacher, with the post holder agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.		
Scope	Staff responsibilities:	Financial Accountability:	
	Academic departments as agreed. Inclusion departments as agreed.	Yes – as directed by the Headteacher	
Relationships	The post holder is responsible to the Headteacher and their immediate line manager(s) in all matters.		
Supporting Maiden Erlegh Trust	Where the base location is Cranbury College, the base location may be the primary and/or the secondary site. The postholder may occasionally be required to support other schools in the Trust.		
Main duties and accountabilities	<p>Leadership and management</p> <ul style="list-style-type: none"> Leading on allocated areas of the school improvement plan. Working with the headteacher on the calm day to day running of the school. Promoting and supporting good order and discipline at all times. Safeguarding the wellbeing of students, staff and visitors. Planning and organising their own work so that staff, students and parents feel well-managed. Working with the headteacher so that school resources are efficiently managed. Supporting the headteacher in the effective management, deployment and appraisal of all staff. Working with the headteacher on an effective and creative cover and recruitment arrangements for named areas. Attending and reporting to main and group School Advisory Board meetings. Keeping up to date with and sharing knowledge of current issues in education. Being a consistently outstanding professional role model for all staff. Being flexible and prepared to cover lessons (in exceptional circumstances), duties and other activities to support the school. Helping the headteacher promote the school effectively. <p>Leading Curriculum and Standards</p> <ul style="list-style-type: none"> Supporting the Headteacher to ensure a consistent and effective implementation of the Standards Strategy. To ensure the Quality of Education at the school is outstanding. 		



- To continuously develop, review and evaluate the curriculum and ensure it meets the needs of all learners, meets statutory compliance, is cost-effective and promotes high standards of personal achievement.
- To monitor national and local curriculum developments, maintain a clarity of understanding in terms of their application to and appropriateness for the school's offer.
- To lead the analysis of key school performance data relating to progress and achievement and, in turn, reporting these findings to the SAB and SLT for further scrutiny and improvement planning.
- To lead on raising standards of Teaching and Learning across the school. to ensure best practice is identified, shared and the continuous improvement of standards is promoted.
- To lead departmental improvement planning, in partnership with the SLT and to lead the monitoring and evaluation of departmental work across the school.
- To lead on the development of the whole-school timetable, working with other senior leaders to ensure effective timetable remodelling and continuous curriculum flexibility.
- To support the distribution of leadership throughout the school.

Shaping the Future

- To support SLT and the SAB in establishing and driving an ambitious vision for the future of the school.
- To take a leading role in improvement planning, implementation and impact process, reflecting collectively agreed priorities.
- To promote a culture of teamwork, in which the views of all members of the school community are heard and valued.
- To contribute to the on-going self-evaluation of the school.

Leading Teaching and Learning

- To lead training for staff on effective teaching and learning.
- To promote the active involvement of young people in their own learning.
- To oversee target setting for individuals and groups across the school.
- To plan and implement strategies to ensure engagement and positive behaviour for learning across the school.
- To lead on the monitoring and evaluation of classroom practice across the school.
- To lead on mentoring support for colleagues in improving their classroom pedagogy.

Developing self and working with others

- To rigorously promote equal opportunities and safeguard the welfare and well-being of all those in the school community.
- To make a significant contribution to the continuation of the school's ethos; one in which every individual is treated with respect, dignity and integrity.
- To support the development of collaborative partnerships within the school and throughout the wider community.
- To support the recruitment and induction of new staff.
- To set ambitious 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 members of the staff team.
- To pursue relevant professional development opportunities as required and to guide and signpost your staff teams in their training and personal development.

Managing the Organisation



- To lead on the quality of the curriculum and the teaching and learning across the school.
- To lead on the writing, development and implementation of improvement plans in specified areas of responsibility in order to improve standards and achievement.
- To lead on the writing, development, and implementation of policies as directed by the Headteacher.

Examinations

- Work with Examinations Officer on policies required - JCQ; OfQual; etc - annual review and update including Website.
- Examination Entries/Registrations (also with Subject Leads and SEND Manager).
- Point of contact with Exam Boards – Edexcel; AQA etc.
- Conduct of Exams/Mocks/Invigilators.
- Work with Curriculum Lead and Subject Leads on qualifications requirements – e.g. Evidence; Spoken Language recording sessions and QA; Progress towards qualifications and internal/external audits.
- Provide exam outcomes review/analysis; reporting (SLT; LAB; MET; Website) etc.

Strengthening Community

- To establish and develop an accurate understanding of the school community.
- To contribute to policies and practice which promote equality of opportunity and challenge discrimination and prejudice.
- To contribute to the development of opportunities for students to enhance their learning in the wider community.
- To promote and model good relationships with parents, based on partnerships to support and improvement and achievement.
- To establish and enhance good relationships with the local community and external agencies

Other duties

- Ensuring the teaching and learning plan is routinely evaluated and interventions put into place as necessary to secure outstanding outcomes (narrowing of gaps especially in English and maths),
- Sourcing appropriate alternative provision for individuals where appropriate and ensuring all the relevant checks and service level agreements are in place.
- Ensuring website compliance.
- Leading assemblies.
- Developing and maintaining effective relationships with all stakeholders.
- Being a presence around school at transition points, at breaks and before and after school.
- Deputising for the headteacher if both the Headteacher and Deputy Headteacher are absent.
- Any other duties as agreed.

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.



MAIDEN ERLEGH
TRUST

Signed: Post holder	
Date:	



Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> ▪ Proven track record of at least 5 years successful teaching in a school. ▪ Evidence of being a very good teacher. 	<ul style="list-style-type: none"> ▪ Experience of more than one secondary school.
Education and Training	<ul style="list-style-type: none"> ▪ An honours degree. ▪ A teaching qualification. ▪ Evidence of continuing professional development. ▪ Knowledge of current education issues and initiatives and recent legislation. 	<ul style="list-style-type: none"> ▪ A higher degree. ▪ Further management and/or assessor related qualifications. ▪ Working towards NPQH accreditation.
Abilities and Aptitudes	<ul style="list-style-type: none"> ▪ Can work as part of a team. ▪ Ability to identify needs and implement strategies to secure and enhance quality of learning. ▪ High expectations of students and teachers. ▪ Ability to evaluate standards of teaching and learning. ▪ IT capability and a vision of Communications Technology as a learning tool and for data analysis and effective management. 	
Curriculum Delivery and Assessment	<ul style="list-style-type: none"> ▪ Sound knowledge from EYFS to KS4. ▪ Understanding and experience of using Value Added approaches and use of data. ▪ Experience of planning, determining and organising major areas of the curriculum, pastoral and academic. 	<ul style="list-style-type: none"> ▪ Whole school responsibility.
Leadership and Management	<ul style="list-style-type: none"> ▪ Experience of leading a team at middle management level. ▪ Record of taking ownership of major tasks and seeing them through to completion, and working within school budget and other constraints. ▪ Commitment to professional development of staff. ▪ Able to take a broad overview of school's needs. ▪ A visible manager who has the ability to relate well to people at all levels and influence others using sound political skills and effective monitoring, reviewing an evaluation process in any areas of school curriculum, pastoral and academic. 	<ul style="list-style-type: none"> ▪ Senior management experience. ▪ Experience of leading INSET and/or a whole school innovation.



Personal Qualities	<ul style="list-style-type: none">▪ Capacity for very hard work under pressure.▪ Can motivate, lead and nurture colleagues, including SLT.▪ High organisational skills with an eye for detail.▪ Personal integrity, caring and considerate, dedication and commitment to the school.▪ Evidence of exemplary health, punctuality and attendance record.▪ Communicate effectively, orally/writing.▪ Problem solver.▪ Enthusiasm and an optimistic nature.▪ Enjoys working with young people.	<ul style="list-style-type: none">▪ Flexibility and adaptability essential.▪ Ability to initiate and manage change, with an awareness of implications for future planning.▪ Community links.
Other Factors	<ul style="list-style-type: none">▪ Ability to work with Governors and attend governors' meetings including evening meetings.▪ A personal vision for education in the 21st Century.	<ul style="list-style-type: none">▪ Evidence of interests outside school.