



KING'S GROUP ACADEMIES

King's Academy College Park

JOB TITLE:	Assistant Headteacher (L2 – L6)
REPORTS TO:	Headteacher
MANAGES:	Classteachers and Teaching Assistants

King's Group Academy College Park is committed to safeguarding and promoting the welfare of children, and young people, and expect all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required prior to any offer of employment.

JOB PURPOSE

Awarded for undertaking a sustained leadership responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning and pupil standards of achievement.

KEY ACCOUNTABILITIES

Under the direction of the Headteacher, the main purpose of the Assistant Headteacher role is:

- To lead high quality teaching, learning and assessment to impact upon high standards of attainment across the school.
- To further the educational progress and achievement of all pupils.
- To ensure an environment in which pupils and staff feel safe through rigorous safeguarding.
- To promote pupil behaviour, development and well-being across the curriculum.
- To model, develop and enhance the teaching practice of other members of staff.

DUTIES & RESPONSIBILITIES

Leadership

- To be a member of the school's senior leadership team and assume overall responsibility for the school, deputising in the absence of both the Deputy Headteacher and Headteacher.
- To promote the vision, values and ethos of the schools.
- To assist the Headteacher in establishing policies and procedures, and ensure that these are upheld by all members of the school community.
- To support the creation, enactment and monitoring of the Academy Improvement Plan, the key document which drives the day to work of the school.
- To provide a high visible leadership presence throughout the school inspiring confidence in all stakeholders and members of the school community.

- To participate in leadership meetings as required, displaying a positive and pro-active disposition that will contribute to consistency, continuity, progression and problem-solving.
- To liaise with senior leaders in both this school and other schools within the King's Group Academies Trust.
- To maintain an awareness of current research and up-to-date educational practice locally, nationally and internationally.
- To undertake leadership activity at whatever level is necessary at any given time e.g. Year Group leadership, subject/aspect leadership in addition to the Assistant Headteacher role.
- To line-manage other members of staff for our Appraisal/Performance Management process.

Curriculum

- Through monitoring and evaluation, to ensure that subject leaders fulfil their role and can report on the quality of standards in each relevant subject.
- To ensure that the core curriculum demonstrates appropriate coverage, breadth, depth and balance in line with our Overall Curriculum Statement.
- To be prepared to report to the Local Governing Board and King's Group Academies how the curriculum intent, implementation and impact is benefitting our pupils so that they achieve highly and are prepared for the next stage of their education and future career.
- To work collegially with other leaders to recommend timetables and planning structures that will provide our pupils with a high quality curriculum.
- To promote extra-curricular opportunities e.g. visits, visitors, special events and activities, residential trips, before and after-school clubs.
- To influence the development of pupils' Social, Moral, Spiritual and Cultural (SMSC) Development in preparation for life in modern Britain.

Modelling best practice for others

- To act as a model of outstanding practice and play a leading role in enhancing the quality of teaching, learning and assessment throughout the school.
- To support the induction of new members of teaching staff joining the school at whatever level of responsibility, both professionally and pastorally.
- To act as a coach, in order to further develop the quality of teaching, learning and assessment, ensuring that CPD recommendations are bespoke and individual.
- To model excellent relationships with all members of staff, inspiring high quality teamwork and dealing effectively with inter-personal issues.
- To take a leading role in resolving any parental issues that arise, in order that they do not escalate to a higher level.
- To demonstrate to other staff how to de-escalate pupil behavioural issues, appropriately using rewards and sanctions from the school's Behaviour Policy.
- To contribute to or draw up documents, policies and procedures, demonstrating how fulfilling statutory requirements and school accountability are a crucial part of our work e.g. website compliance, Pupil Premium Strategy, Sports Premium, policies, self-evaluation.

Managing staff

- To demonstrate high level professionalism and excellent communication skills with all members of staff.

- As part of the senior leadership team, to monitor and evaluate standards of teaching, learning and assessment, providing feedback that is clear, concise and evidence-based.
- To work closely with the school's SENCo, Inclusion Leader and Year Group Leaders to monitor the impact of all learning support staff.
- To manage the demands of own workload and stress levels, in order to advise on coping strategies and positive actions towards promoting staff good health and well-being.
- To assist with the selection and recruitment of new members of staff.

Teaching, learning and assessment

- To take on teaching responsibility across a phase (Yr3/4 or Yr5/6)
- To have a direct impact on the high standards of pupil outcomes at the end Key Stage 2.
- To take a leading role in the assessment and reporting of pupils' development, attainment, progress and achievement.
- To challenge underachievement at class, year group and whole-school levels.
- To actively contribute to year group Pupil Progress Meetings, constantly identifying where pupils require further challenge, support or intervention.
- To track and analyse pupil performance data, paying particular attention to disadvantaged groups, such as those eligible for the pupil premium, with special educational needs and disabilities, or who speak English as an Additional Language.
- To support strategies to deal with occasions of staff absence and be willing to step in to provide further lesson cover as required when it is due to unforeseen circumstances.

Pastoral/Behaviour

- To lead assemblies, ensuring that achievements are celebrated and current issues addressed.
- To promote and implement whole-school systems for pupil well-being.
- To collaborate with the senior leadership team to review the school's behaviour policy, systems and practices, monitoring and evaluating logs, driving future improvements.
- To take a strong lead on pupil voice, so that pupils are confident that they are actively listened to and have a say in their own education.
- To enact the school's Equal Opportunities Policy, promote the school's work on diversity and prevent discrimination and stereotyping taking place.
- To make a significant contribution to the wider life of the school, which enhances the academic provision for our pupils.

Safeguarding

- The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

General duties

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

To be reviewed regularly as part of the Appraisal Process

OPPORTUNITY & SUCCESS ON A GLOBAL STAGE