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| **POST TITLE**  | Assistant Headteacher  |

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| **LEVEL** | L12-L16 |

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| **POST PURPOSE** | * Support the leadership of the school, by leading on the development, organisation, and implementation of the Personal Development Strand of the Ofsted Framework
* Support the Deputy Headteacher in ensuring that the school’s provision and support maximises opportunities for all students to achieve their potential
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| **OVERVIEW** | In order to have acquired the necessary sound judgement, experience and skill set we envisage that this post is only suitable for an experienced member of staff who has Senior Leadership experience. The successful candidate will be driven by an energetic commitment to creating the best possible educational opportunities for the students at school.  |

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| **RESPONSIBLE TO** | Headteacher/Deputy Headteacher: Quality of Education |

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| **RESPONSIBLE FOR** | Personal Development  |

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| **SPECIFIC DUTIES AND RESPONSIBILITIES:** |
| **As a member of the Leadership Team you will:*** Deputise for the Headteacher where and when required
* Undertake any professional duties that the Headteacher reasonably delegates
* Assist the Headteacher by sharing direct responsibility for making the school outstanding in every area
* Demonstrate optimistic personal behaviour, developing positive relationships with staff, students, Governors, parents and the local community
* Lead by example with integrity, creativity, resilience and clarity
* Initiate and manage change; be able to delegate and monitor the implementation of tasks
* Set high expectations and stretching targets for your areas of responsibility which contribute significantly to school targets
* Ensure a consistent and continuous focus on student achievement using data to track and monitor progress of every student’s learning
* Use national, local and school data effectively to analyse and evaluate student progress, planning and implementing effective interventions to support students
* Undertake the implementation of the School Development Plan including leading, planning, managing and developing specific aspects of the school in order to promote the highest possible standards
* Assist the Headteacher in the school's self-evaluation process by monitoring consistency and standards against the School Development Plan and Ofsted's evaluation schedule
* Assist in school procedures for lesson observation, self-evaluation and participate in the monitoring and evaluation of teaching and learning in line with agreed school procedures
* Assist the Headteacher with interviewing and staffing when appropriate
* Share with other members of the Leadership Team the responsibility for the daily administration and good management of the school. This will include extensive participation in daily walk rounds, break/ lunchtime duties and other highly visible activities such as parent evenings, promotional events
* Line-manage designated subject Curriculum Leaders and other staff in all aspects of their responsibilities for raising achievement in school
* Agree annual performance targets with the Headteacher, with a view to one's own continuous self-improvement and professional development
* Lead on the appraisal of designated staff; ensure that all staff within your designated areas of responsibility have a clear understanding of their roles and responsibilities
* Adhere to the school's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management
* Attend all Leadership Team meetings and other management meetings as required
* Attend meetings of the Governing Body and its committees if required
* Play an active part in the life of the school, its community; leading and supporting staff and students, representing the school at public events
* Develop positive links with the whole of our local community, including schools within the Trust
* Ensure own well-being and that of others
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| **Specific Responsibilities of the Role** |
| **Leadership and Management** * Inspire staff and students to develop an aspirational view of education and develop a cohesive whole school approach to providing extended opportunities for students to develop their cultural and learning capital
* Build on, and support, current initiative to fully engage parents/carers and gain their support in the school’s undertaking to establish purposeful and relevant learning within and outside of the classroom
* Oversee, coordinate, monitor and evaluate whole-school extended curriculum opportunities, and communicate these to the full range of stakeholders
* Have oversight of the work and impact of the Careers Department, including the Careers Lead, ensuring that the ful range of work-based and aspirational learning opportunities are available to all of Hungerhill students
* Lead and manage the whole school programme of trips and visits (internal and external) including approving trip proposals, advising and guiding staff through all stages and keeping systems, practices and procedures (including risk assessments) compliant and under regular review
* Raise the profile of Personal Development across the school and to all key stakeholders.
* Ensure age related, appropriate life enhancing experiences and opportunities for all students
* Develop and improve Parental Engagement links including the coordination of parental workshops
* Further embed the schools ‘Core values’ in conjunction with ‘Behaviour and Attitudes’
* Actively seek and secure accreditation to promote and acknowledge the work at Hungerhill – e.g Healthy Schools Accreditation, Stonewall Award, WCS
* Further develop the Praise ethos and culture across the school

**Curriculum** * Lead and manage the PSHEC intent, implementation and impact across all year groups and have oversight of the curriculum model that exists in each year. This includes the delivery of PSHE, citizenship, RE and careers education as part of this provision
* Take the lead on coordinating a coherent approach to the delivery of assemblies across Years 7 to 11, both external providers and for key stakeholders in school, ensuring that SMSC and Fundamental British Values are promoted widely
* Lead on the intent and implementation of embedding careers within the classroom delivery of the curriculum
* Lead on the implementation of embedding careers across subject areas, by linking to the whole school and departmental curriculum intents
* Coordinate whole college awareness weeks and events which educate and promote SMSC development
* Ensure all students receive the appropriate education and awareness around ‘relationships and sex education’ and that we are compliant with Government expectations
* Promote British Values to deepen students’ understanding of their importance in modern society
* Provide opportunities for students to debate, discuss and reflect on key issues in society.

**Staff*** In collaboration with the Careers Lead and Senior Leadership Team, work closely with Curriculum Leaders to develop a comprehensive programme of meaningful subject-specific careers links, which are embedded within the curriculum and Schemes of Learning
* Work closely with Curriculum Leaders to support their work in achieving successful opportunities to improve the aspiration and engagement of our learners and to develop links with a range of external agencies and employers, to provide opportunities for meaningful and relevant enrichment
* Work closely in liaison with the Assistant Headteacher Assessment, Recording and Reporting, to consider relevant data collection, target student support, measure impact and review provision
* Work closely with admin regarding the scheduling of trips and visits, and matters relating to finance
* Coordinate and implement a staff wellbeing programme

**Students** * Develop an effective system for tracking the attendance of students and different student groups at the full range of extended activities and alternative provision provided by the school
* Develop a comprehensive Student Leadership programme across KS3 and KS4
* Increase the percentage of students who undertake a Student Leadership role
* Provide additional support and mentoring to SEND and disadvantaged students to ensure they access enrichment, Student Leadership and wider curriculum opportunities
* Develop students’ character and engagement towards their learning and beyond, through whole initiatives such as interform competitions and charity events
* Promote equality for all so students can thrive together
* Ensure that bullying is not tolerated for any student at anytime
* Ensure the health and well-being of all students sits at the heart of the school
* Enhance links with the local community and to develop active citizens who are positive role models
* Design and implement the student experience passport
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| **GENERIC LEADERSHIP RESPONSIILITIES**  |
| **Staffing*** Provide outstanding leadership and be a supportive member of the leadership team
* Support and assist the Headteacher in managing and monitoring staff to ensure that the school's vision and values are delivered through outstanding teaching and learning
* Provide opportunities for continued professional development for all staff; including opportunities for staff to contribute to the development of your area
* Keep up to date with current research in school improvement in the specified areas of responsibility
* Support the dissemination of good practice in your area; provide regular coaching and mentoring for less experienced colleagues

**Line-management*** Curriculum areas to be decided upon appointment

**Finance and Resources*** Support and assist the Headteacher in planning, managing and monitoring the use of finances and resources effectively to achieve the school's aims with regards to Personal Development

**Governance*** Support and assist the Headteacher by working closely with the governing body to ensure that the school operates effectively and efficiently leading to high standards across the school
* Develop positive relationships with parents, external agencies and the local community to enhance achievement and teaching
* Work effectively with other professionals to ensure the best skills and resources are valuable for all students to maximise their potential

**Premises*** Support and assist the Headteacher by creating a welcoming, safe and stimulating learning environment which is conducive to outstanding learning and adheres to current Health and Safety regulations
* Ensure that the areas you line manage have outstanding learning environments

**Professional standards*** Act as a lead professional, setting a professional example to staff and students
* Make professional, organisational and managerial decisions based on informed judgements
* Engage actively in performance management and CPD to ensure professional skills are kept up-to-date and developed
* Recognises excellence and challenges underperformance at all levels, ensuring corrective action and follow up
* Understand school self-evaluation and the ability to make evidence based judgements
* Seek opportunities to collaborate with other high achieving academies and schools through within the Trust and other networks to share and develop excellent pedagogies
* Take a leading role in working groups and projects
* Have a teaching commitment in line with other members of the leadership team, commensurate with the post

**Quality Assurance*** Lesson Observations
* Learning Walks/Drop Ins
* Subject Reviews
* Student, Staff and Parental Voice
* Monitoring and evaluation of relevant data

**SEF Link*** Personal Development
* Quality of teaching in the school
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