

FURNESS ACADEMY

JOB DESCRIPTION/ PERSON SPECIFICATION

Position	Assistant Headteacher
Responsible to	Deputy Headteacher
Salary Scale	L15 – L18

<p>Job Description</p> <p><u>The Role</u> To work in partnership with Leadership Team colleagues in providing high level strategic, management and operational direction for the school. To share with other members of Leadership Team the responsibility for setting and maintaining, monitoring and improving standards across the school. To support colleagues, including senior leaders and middle leaders, in their work to develop and improve the academy to achieve high standards across all aspects of academy life. The postholder will also be required to undertake any other reasonable duties as directed by the Headteacher.</p> <p><u>Key Responsibilities</u> In partnership with the Headteacher and the Senior Leadership Team, the Assistant Headteacher will provide professional leadership and management of areas of responsibility. We recognise that each leader brings unique strengths. Specific responsibilities will therefore be discussed and agreed with the successful candidate to ensure the best fit for both the individual and the school.</p> <p>Expectation of Academy Leadership Team</p> <ul style="list-style-type: none"> • As a key member of the Senior Leadership Team, you will assist in contributing to vision, sense of purpose and pride within the academy. • Uphold the Trusts vision of ‘working together to achieve excellence for all’. • Lead staff with drive, ambition and compassion, in line with the academy values. • Promote the highest standards of courtesy and mutual respect amongst all members of the academy community. • Contribute to the strategic direction of the academy to ensure school improvement. • Involvement in the development of all aspects of the academy, including its policies and their implementation. • Initiate and manage change and improvement to develop the academy and staff. • Advise and assist the Governing Body as required, including attendance at meetings and preparation of reports. • Inspire, challenge, motivate and empower others to attain challenging outcomes. • Establish clear expectations and constructive working relationships among staff. • Maintain high expectations of all staff and be prepared to challenge underperformance. • Demonstrate high professional standards. To act as a role model to staff and students through excellent leadership • Keep a high profile within the academy. • Use Leadership and Management time effectively to achieve targets. • Have Line Management responsibility, overseeing a number of departments and a year group. <p>Operational/Strategic Planning</p> <ul style="list-style-type: none"> • Develop and implement policies and procedures in order to improve student progress and achievement. • Work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the academy. • Provide inspirational and professional leadership and management for the Academy.

- Support the Headteacher in establishing a culture that promotes excellence, equality and high expectations for all students.

Teaching and Learning

- As part of the Senior Leadership Team, continue to maintain an environment that promotes and secures exceptional teaching, learning, standards of achievement, behaviour and attendance.
- Ensure that students develop study skills in order to learn more effectively and with increasing independence.
- Monitor and evaluate the quality of teaching and learning and achievement of selected student groups through appropriate methods.
- Set appropriate and demanding expectations and targets for students' learning and motivation, building on prior attainment.

Leading and Managing Staff

- Work closely with the leadership team and other key staff with a focus on raising standards.
- Monitor and support the work of middle leaders to ensure they are working effectively to deliver outstanding progress for students.
- Direct the work of associate staff with responsibilities that fall within your remit.

Safeguarding Young People

- Commit to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.
- Encourage, through leadership, the care and guidance for students that enables the academy to provide a safe environment for students to learn.

Attendance and Behaviour

- Set high expectations for students' behaviour and attendance, establishing and maintaining a good standard of discipline through well-focused teaching, through positive and productive relationships and through consistent use of the academy's Behaviour Policy.

Manage Own Performance and Development

- Take responsibility for your own professional development, keeping up to date with research and developments in pedagogy and in the subjects taught.
- Set a good example to staff and students in terms of presentation and personal conduct.
- To constantly evaluate your own teaching critically and use this to improve effectiveness.
- Engage actively in the performance management and review process.

Communication

- Communicate as appropriate with staff to identify and improve their performance and quality both within their roles and across the wider academy.
- Ensure communication with parents is regular and informed and use academy systems to record contact over time.
- Liaise with parents and external agencies on the wellbeing and progress of pupils.
- Organise, chair and attend internal/external meetings associated with this role.
- Liaise effectively with Headteacher and Deputy Headteacher(s) to ensure the smooth day to day running of the academy.

Other

- Promote teamwork and to motivate staff to ensure effective working relations.
- Treat all users of the academy with courtesy and consideration.
- Be aware and comply with all academy policies at all times.

Person Specification	
Qualifications and Professional Development	<p>Essential</p> <ul style="list-style-type: none"> First Class or Upper Second-class Good honours Degree Qualified teacher status <p>Desirable</p> <ul style="list-style-type: none"> NPSL qualification or willingness to undertake the qualification Evidence of relevant CPD Membership of a national professional organisation
Experience	<p>Essential</p> <ul style="list-style-type: none"> Substantial leadership experience in a secondary school with strong evidence of success and impact Experience of leadership of whole school initiatives Experience of leading a team of staff <p>Desirable</p> <ul style="list-style-type: none"> Previous experience of a senior leadership role Experience of strategic planning and innovative thinking and translating this into effective intervention strategies
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> Understanding of school improvement Understanding of how to manage change and innovation Understanding of how to deliver high quality Teaching and Learning <p>Desirable</p> <ul style="list-style-type: none"> Knowledge of data systems (Arbor) Understanding of national context and implications for schools
Skills and Abilities	<p>Essential</p> <ul style="list-style-type: none"> The ability to act as an effective role model The ability to analyse and evaluate key data Ability to exercise good judgement and make effective decisions Good organisational skills and high levels of self-motivation Professional and personal integrity Well-developed communication skills The ability to motivate, inspiring confidence in students that they can succeed and achieve their personal best <p>Desirable</p> <ul style="list-style-type: none"> Confident user of a wide range of ICT applications Can manage conflict and think creatively to solve problems
Professional Development	<p>Essential</p> <ul style="list-style-type: none"> Ability to provide evidence to show a commitment to professional development
Values	<p>Essential</p> <ul style="list-style-type: none"> Committed to Furness Academy values Committed to achieving the best for every student Always support academy ethos and values, both within the academy and the wider community Active contribution to the wider part of academy life
Personal Qualities	<p>Essential</p> <ul style="list-style-type: none"> Inspirational, dedicated and motivated individual Desire to be the best you can be Passionate about the education of young people Ability to stay calm under pressure