**Appointment of an Assistant Headteacher and Leader of English**

**Post to commence September 1st 2014**

The Academy’s Board of Directors wishes to appoint an Assistant Headteacher who will be appointed on the following:

Group : Leadership

Salary Range : Point 6 - 10

If successful with your application, you will be required to undertake such duties as may reasonably be directed by the Principal from those described in the current “School Teachers’ Pay and Conditions” document. In particular, you will be required to:

1. Deputise for the Principal and/or the Headteacher
2. Take the lead in the development of the teaching of English across the school
3. Take an active role in the Senior Leadership Team (Principal, Headteacher, Assistant Headteacher) and the Senior Management Team ( SLT plus Early Years’ Leader, Lower School Leader, Upper School Leader and Pastoral Manager)
4. Assist the Principal and Headteacher:
   1. To produce and implement the School Improvement Plan adopted by the Board of Directors;
   2. In the identification and delivery of training and development needs of the staff of the academy in light of current curriculum changes;
   3. In the production, implementation, monitoring and review of policies adopted by the Board of Directors;
   4. With Acts of Collective Worship and school assemblies.
5. Work with the Principal and Headteacher to implement the policies of the Board of Directors to promote high standards of educational achievement and behaviour;
6. Be responsible for the effective use of staff and other resources within the academy including the production of teaching timetables and the identification of and ordering of teaching materials;
7. Provide support for new members of staff including the production and implementation of appropriate induction programmes;
8. Produce, implement, monitor and review staff guidance, procedures and routines;
9. Develop links with parents, business and the wider community;
10. Encourage and foster cross-phase and cross-curriculum developments;
11. Be responsible for designated areas of the curriculum, especially English;
12. Be responsible for the education and welfare of a specific class within the school as determined by the Principal and Headteacher
13. Ensure adherence to principles of best value when administering a delegated area of the academy’s budget.