**Job Description and Person Specification**

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| **JOB TITLE:** | Assistant Head Teacher |
| **ACCOUNTABLE TO:** | Head Teacher |
| **GRADE:** | Leadership SCP L10 - L14 |
| **Working Pattern:** | Full-time and as described in the School Teacher’s Pay and Conditions document. |
| **Location:** | Bishop Barrington |
| **Responsible for:** | Playing a pivotal role in developing the highest standards of education and shaping the future success of the academy. |
| **Key Relationships:** | Leadership Team relevant teaching and support staff; pupils; partner professionals; parents; and local community. |
| **Job Role:** | * To provide strategic leadership, in consultation with the Head Teacher, Leadership Team, staff, parents and pupils, to bring about highest standards of education. * To be responsible, alongside all leaders, for raising achievement and ensuring high standards of behaviour. * To have the professional duties of a member of the Academy Leadership Team in accordance with School Teacher’s Pay and Conditions document and wider responsibilities to be determined in consultation with the Head Teacher. |
| **Specific Responsibilities:** | Specific responsibilities will be agreed with the successful candidate.  The successful candidate is likely to contribute to teaching, up to GCSE level, in a subject area that will contribute significantly to Progress 8 performance. |
| **Leadership and Management** | * Lead by example and be a role model for all stakeholders in the academy. * Effectively manage an agenda of continual improvement to raise standards in all areas of academy life. * Take the lead strategic oversight for specified areas of improvement and development and make a significant contribution to the strategic development of all areas of the school, whether or not holding a direct responsibility for the strategic area. * Play a key role in creating an environment where pupils and staff develop and maintain positive attitudes towards each other, the environment and the community. * Contribute to the development and review of The Academy Development Plan, Self-Evaluation and related documentation. * Line manage Middle Leaders and Support Staff to ensure they work effectively to raise pupil achievement across the academy and provide effective support, guidance challenge and information for all staff within designated areas of responsibility. * Maintain clear expectation, high standards of professionalism and collaboration to meet the academy’s improvement and development priorities. * Assist in the appointment of staff and their deployment to make most effective use of their skills, expertise and experience in order to raise the standards of achievement across the academy. * Ensure that all staff have a clear understanding of their roles and responsibilities * Use appropriate resources, in consultation with the Headteacher, for effective, efficient and safe teaching and learning across the school; accommodation, agreed budgets, staff, time, courses, development opportunities and ICT resources. * Liaise effectively with all stakeholders, including parents, pupils, feeder schools, partner secondary schools, business and community partners and the wider community as appropriate to designated strategic responsibilities. * Network with other schools and academies in order to learn more about the ways that other institutions are effecting change and transformation. * Ensure the academy is compliant with national and local legal and policy requirements. |
| **Achievement and Standards:** | * Demonstrate high expectations and set challenging objectives for pupil performance both personally and for those who we line manage. * Ensure a consistent and continuous focus on pupil achievement using data to track and monitor the progress in every pupil’s learning. * Challenge under-performance that acts as a barrier to pupil achievement. * Use national, local and school data effectively to analyse and evaluate pupil progress; plan and implement effective interventions to support pupils. * Continuously monitor and evaluate the effectiveness of learning outcomes. * Ensure we close any gaps between different groups of pupils |
| **Personal Development and Well-Being:** | * Ensure a consistent and continuous focus on pupil achievement, using baseline and progress data to monitor progress. * Recognise and reward pupils who are making good progress and a identify underachievement, putting in place appropriate support to help them overcome their barriers to learning. * Support the extra-curricular programme, including pupil leadership activities. * Support the academy in the delivery of the inclusivity and narrowing the gap agendas. * Treat all members of the academy community fairly, equitably and with respect to maintain the school ethos. * Ensure the safeguarding of all pupils through the implementation of effective policies and procedures. * Ensure a safe working and learning environment through application of appropriate risk assessment and adherence to current Health &Safety regulations. |
| **Stakeholder Engagement:** | * Ensure an effective partnership with parents to support pupils’ academic and personal development. * Seek opportunities to invite parents, carers and other members of the community into the academy to enrich opportunities for all pupils. * Ensure parents and carers are well informed about their child’s progress and targets and their part in the process or improvement. * Seek the views of parents, carers and other members of the community. |
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| **Professional Development:** | * Keep up-to-date with current research to support the Academy’s continued improvement. * Lead professional development activities, as appropriate, to update and develop the skills of colleagues. * Participate in Performance Appraisal in accordance with school policy. |
| **Quality of Provision:** | * Ensure all teaching in the school is highly effective and that pupils are engaged in out-standing learning experiences every day. * Secure and sustain effective teaching through structured monitoring, evaluation and review. * Monitor the quality of teaching and pupil’s learning through the analysis of performance data, observation of teaching, work scrutiny, pupil interviews in collaboration with the Leadership Team. * Contribute to the development of teaching and learning by supporting professional learning programmes, coaching and mentoring of teachers. * Seek opportunities to collaborate with other schools and other relevant networks to share and develop excellent practice. * Take a strategic role in the development of new and emergent technologies to enhance and extend the learning experiences of pupils. * Implement strategies that ensure high standards of behaviour. * Promote extra-curricular activities and out of hours learning with will enhancing opportunities. |

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| The above list of duties and responsibilities are not an exhaustive definition of all the tasks associated with the post. |

The person undertaking this role is expected to work within the policies, ethos and aims of Bishop Barrington and to carry out such other duties as may reasonably be assigned by the Head Teacher. The post holder will be expected to have and agreed flexible working pattern to ensure that all relevant functions, including extracurricular activities, are fulfilled through direct dialogue and employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Condition of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.