

CHANCERY EDUCATION TRUST

Job Description & Person Specification

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	Assistant Headteacher
Line Management:	Principal

Key Functional Relationships

- Head of Trust and Strategic Leadership and Management Team
- All teaching and support staff
- Students & parents
- Governors
- LA Advisers
- External bodies

Main Purpose of Job and Principal Accountabilities

- To lead, develop and manage all matters relating to more able learners and gifted and talented learners within the Academy.
- To act as the lead curriculum manager within the Academy and work proactively and independently to secure the best possible support and management strategies in relation to curriculum development.
- To create, develop and sustain a vibrant, stimulating and creative provision which stimulates and challenges pupil interest and pays due regard to the arts.
- To be a leading professional in creating and sustaining the ethos and high standards of the learning community in line with the Trust's school improvement priorities.
- To inspire, motivate and influence staff and students to achieve the Trust's ambitions.
- To advise and support the Principal ensuring that information is communicated clearly.
- To assist the Strategic Leadership Team in creating a culture of achievement and success by personal example and leadership.
- To participate in whole Academy and planning, policy making and strategic thinking.
- To develop working links with relevant external agencies, business and other institutions.
- To be responsible for certain strategic objectives and associated actions in the Academy's development Plan for improvement.
- To facilitate and ensure that the highest standards of teaching and learning are maintained.
- To ensure that students and staff are effectively challenged and supported.

Specific Responsibilities

- Take overall responsibility for the development of the Key Stage 1 or 2 curriculum in line with national initiatives in liaison with the Principal.
- To be responsible for Gifted and Talented across the Trust and ensure all staff are updated and kept informed regarding new initiatives.
- To inform the wider Trust community of all aspects of Gifted and Talented initiatives within the Trust.
- To ensure the Leadership team are kept updated termly on provision for the Gifted and Talented within the Trust.
- To effectively line manage the Subject leaders and all aspects associated with their work, within the Trust and provide for their professional develop and training needs.

- To forge, develop and foster links with business and members of the wider community in such a way as to maximise the benefits to all learners.
- To contribute to a strategic vision of relevant phase education and put development plans into practice.
- To operationally manage the Learning community on a day to day basis.
- To develop and maintain effective links between partner secondary Trusts.
- To develop a self evaluation framework, taking due account of OFSTED and current best practice, and the evaluation needs of the Academy so as to ensure the provision is of a consistently high standard.
- To be responsible for the curriculum and associated financial planning arrangements for the learning community in conjunction with the Leadership team, Principal and Governing Board.
- To ensure that effective liaison occurs between departments across the Trust.
- To contribute to the teaching and to undertake any such duties as may be required by the Principal.
- To ensure that the materials and fabric of the relevant phase are well maintained and relevant Health & Safety regulations are observed.
- To be a team leader in performance management.
- To uphold standards in public life
- To be aware of and adhere to and promote policies and procedures and ensure you are responsible for ensuring that you and other staff adhere to updates and amendments.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

Generic Responsibilities:

- To work with the strategic leadership to establish a thriving high achieving learning community.
- To work collaboratively with the Strategic Leadership Team in order to renew and extend the vision for the Trust and the Learning Community.
- To be conversant with national developments in education and to appraise the Principal of relevant implications for the Academy.
- To collect, analyse and use data/information for policy review, development and implementation.
- To encourage professional attitudes amongst all teaching and support staff.
- To contribute to the development, monitoring, evaluation and review of the Trust's work.
- To chair relevant meetings and to attend committees or working parties at whole Trust and governor level.
- To encourage and foster active and constructive links with parents and members of the wider community.
- To promote and support the extra-curricular provision.
- To represent and deputise for the Principal as required at occasional Academy functions, meetings and presentations.
- To contribute to the teaching and to undertake any such duties as may be required by the Principal.
- To vigorously uphold the teachers professional standards and ensure staff do the same.

Shared Responsibilities

With other members of the Strategic Leadership Team:

- To act as an appraiser and mentor to staff.
- To participate in and support staff on duty rotas.
- To support staff regarding matters of students' behaviour and discipline.
- To assist with the organisation of annual, termly and day to day routines and with arrangements for special occasions.
- To support promote and encourage Academy activities.
- To teach an allocated number of lessons.
- To maintain a continuing commitment to professional development by working towards NPQH or similar.
- To ensure that IT is fully integrated into all aspects of the Job description.
- Contribute to the overall ethos/work/aims of the Trust and be aware of and support diversity and ensure equal opportunities for all.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning activities and performance development as required and be able to recognise strengths and share areas of expertise and skills with others and advise as appropriate.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake any other duties as directed by the Principal.

Notes:

The above responsibilities are subject to:

This Job Description can be amended at any time after consultation between the post holder and the Principal.

It is likely that the responsibilities above could change or rotate as membership of the strategic leadership team develops.

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Specific Responsibilities and Duties

- Contribute to the overall ethos/work/aims of the academy and be aware of and support diversity and ensure equal opportunities for all.
- Participate in training and other learning activities and performance development as required and be able to recognise strengths and share areas of expertise and skills with others and advise as appropriate.
- Actively pursue opportunities for further training and career development such that a correspondingly improved skill set impacts positively on learning opportunities.
- Support the leadership and management of the academy in its aims, objectives and aspirations.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.
- Undertake any other duties as directed by the Principal.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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Person Specification

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Job Title:	Assistant Headteacher
Line Management:	Principal
Qualification and Experience	Evidence
<ul style="list-style-type: none"> • QTS (Qualified Teacher Status) • A higher degree or further professional qualifications • Management/leadership qualification at whole Trust level e.g., middle leader development programme, NPQH, etc. • Experience of leading CPD • Proven track record in raising standards 	
Assistant Head Teachers should be able to demonstrate their ability in: <ul style="list-style-type: none"> • Proven experience of a variety of whole Trust challenges successfully met with an open-minded attitude, optimism and determination 	
Assistant Head Teachers should be able to demonstrate their knowledge, experience and understanding of:	
Shaping the future <ul style="list-style-type: none"> • Confident in the use of IT based management information systems • The ability to show knowledge of child development theory and demonstrate its impact on curriculum development 	
Leading teaching and learning <ul style="list-style-type: none"> • A talented, successful and outstanding classroom practitioner 	
Developing self and others <ul style="list-style-type: none"> • Strong evidence of continuous and ongoing professional development and recent and relevant training. 	
Managing the organisation <ul style="list-style-type: none"> • Experience of leading a curriculum change and be able to demonstrate its impact • The ability to both lead and be an integral part of teams of varying types within the Trust organisation • Knowledge of and adherence to legal issues relating to managing the academy including the single equality statement 	

Securing accountability <ul style="list-style-type: none"> • Thorough understanding of and experience of pupil target tracker or similar 	
Strengthening community <ul style="list-style-type: none"> • A commitment to be fully involved in the extra-curricular life of the Trust • A subject specialism that can be offered to widen the opportunities for the children and the community of the Trust 	
Safeguarding and promoting the welfare of children <ul style="list-style-type: none"> • Safeguarding issues and current legislation • Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment 	
Personal qualities <ul style="list-style-type: none"> • Flexibility and willingness to learn • Strong interpersonal skills • Effective communication and presentation skills • A sense of humour • The ability to work under pressure and meet deadlines • The ability and determination to make things happen 	

April 2019