

Job title:	Associate Assistant Headteacher
Salary	Leadership Scale in line with STPCD
Reports to:	Headteacher

Main job purpose

To work within Initio Learning Trust Values, Ethos and Vision and work collaboratively with the Senior Leadership team and Executive of the Trust to achieve Trust aims and objectives.

Under the overall direction of the Headteacher and Deputy Headteachers play a role:

- In formulating the aims, objectives of the schools and establishing the practices through which they are to be achieved.
- Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement.
- Act within the statutory frameworks, which set out the professional duties and responsibilities and in line with the duties outlined in the school teachers pay and conditions document and teacher standards.
- Carry out the professional duties of a teacher as required.
- Take responsibility for child protection issues as appropriate.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and duties

- Play a leading role in the school improvement and school self-evaluation planning process;
- Devise, implement and monitor action plans and other policy developments;
- Lead by example to motivate and work with others;
- In partnership with the Headteacher and Deputy Headteachers, lead by example when implementing and managing change initiatives;
- Promote a culture of inclusion within the school community where all views are valued and considered.
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication;
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school;
- Be a proactive and effective member of the senior leadership team;
- To undertake any professional duties, reasonably delegated by the Headteacher and Deputy Headteachers.

Teaching

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.

- Work with the Headteacher and Deputy Headteachers to raise standards through staff performance management and the development and delivery of training and support for staff.
- The development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school.
- Ensure through leading by example the active involvement of pupils and staff in their own learning.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect. Support the development and implementation of the school behaviour strategy
- Support and deliver effective school management, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students.
- Maintain good relationships, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of staff and students.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Be responsible for promoting and safeguarding the welfare of staff, students and visitors within the school, raising any concerns following school protocol/procedures.

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities.
- Identify opportunities for collaboration working with colleagues within the Trust and beyond.
- Contribute to the selection and professional development of staff including the induction.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Communicate effectively with parents/carers with regard to students' achievements and well-being using school systems/processes as appropriate.
- Use well evidenced educational research to help contribute to self-improving and school led systems.
- Support the development of collaborative approaches to learning within the school and beyond;
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn;
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting;

Role Specific/ Area of Responsibility

Specific duties for the following area(s) of responsibility are as agreed by the Headteacher, and where applicable a supplementary job description will be issued:

- SENDCo
- Inclusion
- Sixth Form

- Teaching & Learning
- Designated Safeguarding Lead

Professional Development

- Regularly review the effectiveness of your practice and its impact on students' progress, attainment and wellbeing, refining your approaches where necessary, responding to advice and feedback from colleagues.
- Be responsible for improving your leadership through participating fully in training and development opportunities identified by the Trust or as developed as an outcome of your appraisal.
- Proactively participate with the Trust's appraisal process.

General and School Responsibilities

- Be familiar with Safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Contribute to and support the Trust's Values, Ethos and Vision
- Participate in training and other learning activities as required
- Participate in Performance Management and development as required by the Trust's policies and procedures
- Participate actively and flexibly in a range of school activities
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service deliver
- Be familiar with and promote the Equality and Diversity Policy

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Job description prepared by:	Trust Resources Team
Date:	April 2024

Requirements	Essential	Primary Source of Evidence for Essential Criteria: (A) Application Form (I) Interview (R) References (T) Task/Lesson Observation	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher status • Degree level qualification 	1.0 (A) (plus certificates)	<ul style="list-style-type: none"> • Relevant language qualifications (if applicable)
Knowledge	<ul style="list-style-type: none"> • Current national educational priorities, developments and strategies which meet the needs of all students • Recent legislation, developments and initiatives in secondary education • The latest developments in safeguarding and child protection • Understanding schools' statutory responsibilities regarding the needs and care of students with SEND • Understanding of data analysis 	(A) (I)	
Experience	<ul style="list-style-type: none"> • Leading in the relevant educational phase • Effectively leading/motivating students and staff and developing team approaches • Improving student outcomes • Experience of implementing effective strategies for which improve behaviour management • Experience of devising schemes of work 	(A) (I)	Evidence of supporting School improvement outcomes, including closing the gap and improvements in teaching and learning
Skills	<ul style="list-style-type: none"> • Ability to analyse and present data effectively including progress and behaviour information • Ability to lead, manage and prioritise effectively • Ability to establish a positive ethos with an accent on high achievement for all • Ability to communicate clearly and concisely both verbally and in writing at all levels • Strong interpersonal skills • Ability to set clear expectations and parameters and to hold others to account for their performance • Ability to lead, manage and prioritise effectively 	(A) (I) (R)	

Requirements	Essential	Primary Source of Evidence for Essential Criteria: (A) Application Form (I) Interview (R) References (T) Task/Lesson Observation	Desirable
Aptitude and attitude	<ul style="list-style-type: none"> • A passion for delivering a high-quality education and support to the students and their families • A team player with the ability to establish good working relationships with staff, students, parents and, academy committee members and trustees • High personal standards and moral integrity • Appreciation of work life balance 	(A) (I) (R)	
Safeguarding	<ul style="list-style-type: none"> • Good knowledge of relevant safeguarding legislation and procedures • Commitment to adhere to the Trust's Safeguarding & Child Protection Policies • Commitment to support the general welfare and protection of children 	(I) (R)	