

## JOB DESCRIPTION

<b>Job Title:</b>	Associate Assistant Headteacher
<b>Pay scale:</b>	Leadership Scale L8-L12
<b>Hours:</b>	Full time
<b>Contract:</b>	Permanent
<b>Responsible to:</b>	Deputy Headteacher or Assistant Headteacher

### **Purpose of job**

To support the leadership group in providing professional leadership for the School to secure its continued success and development.

To ensure high quality learning and teaching and subsequent academic achievement and personal development for all students.

### **Professional duties**

An addition to the professional standards for teachers, an Associate Assistant Head Teacher is required to do the following:

- To lead on a whole school responsibility, as determined by the Head Teacher and in relation to the areas of development in the school improvement/development plan
- To undertake some responsibilities arising from the Head Teacher's professional duties which have been reasonably delegated to the Associate Assistant Head Teacher.
- You will have a teaching allocation of no greater than 25 periods over a fortnight.

### **Main Responsibilities**

As an Associate Assistant Head Teacher, you will be responsible for some bespoke aspects of the following:

#### **a) Shaping the future:**

- Think strategically, in order to build and communicate a coherent vision in a range of compelling ways.
- Inspire, challenge, motivate and empower others to carry the vision forward.
- Model the values and vision of the School.
- Take responsibility for a particular aspect of the school development plan, in collaboration with other members of the leadership group

#### **b) Leading Learning and Teaching:**

- Demonstrate personal enthusiasm for and commitment to the learning process.
- Demonstrate the principles and practice of effective teaching and learning.

- support and contribute to research and debate about effective learning and teaching
- Acknowledge excellence and support Assistant Head Teachers and Deputy Head Teachers who are leading on challenging poor performance across the School.

**c) Developing self and others:**

- Foster an open, fair, equitable culture.
- Develop, empower and sustain individuals and teams.
- Collaborate and network with others within and beyond the School.
- Challenge, influence and motivate others to attain high goals.
- Give and receive effective feedback and act to improve personal performance.
- Accept support from others including Deputy Head Teachers, Assistant Head Teachers, colleagues and associates.
- Use appropriate methods, including instructional coaching in order to develop individuals and ensure accountability.

**d) Managing aspects of the organisation:**

- Contribute to established structures and systems within specified areas of responsibility.
- Sustain the existing structures and systems within the school.
- Contribute to ensuring that policies and practices are consistently implemented across the school.
- help to manage aspects of the School efficiently and effectively on a day-to-day basis.
- Delegate management tasks and monitor their implementation.
- Prioritise, plan and organise themselves and others.
- Think creatively to anticipate and solve problems.
- Manage any delegated budget, keeping appropriate records according to school requirements.

**e) Securing Accountability:**

- Carry out systematic and rigorous self-evaluation, in your delegated area of responsibility and support other to do so.
- Collect and use data to understand the strengths and weaknesses of the School.
- Combine the outcomes of regular quality assurance with external evaluations in order to develop the School.

**f) Strengthening the community:**

- Providing support for all staff by maintaining a high level of visibility around the school site and contributing to whole school behaviour management as directed by the Head Teacher, deputy Head Teacher and assistant Head Teacher
- Ensure that safeguarding is given the highest priority at all times
- Recognise and take account of the richness and diversity of the School's communities.
- Listen to, reflect and act on community feedback.
- Build and maintain effective relationships with parents, carers and the community that enhance the education of all students.

**PERSON SPECIFICATION: Associate Assistant Head Teacher**

A.F. = Application Form; I = Interview; T = Test or Exercise;

<b>Associate Assistant Head Teacher Specification</b>	<b>Application</b>	<b>Interview</b>
<b>Qualifications and CPD</b>		
Graduate and Qualified Teacher Status	✓	
Evidence of continued professional development at leadership level	✓	
Commitment to ongoing research into school improvement	✓	
<b>Knowledge/Experience</b>		
Evidence of high quality teaching	✓	
The ability to think and act strategically at whole school level		✓
The ability to challenge, influence and motivate others	✓	✓
Highly tuned ability to analyse and use information to drive school improvement		✓
Evidence of raising educational achievement and standards for all students	✓	✓
Readiness to identify and respond to new challenges with good judgement and perseverance		✓
Excellent problem solving skills		✓
Engagement in collaborative partnership working, within and beyond the school		✓
<b>Professional and Leadership Skills</b>		
An ability to communicate with all stakeholders	✓	✓
An ability to track progress through school's data systems		✓
Outstanding presentation and communication skills – including in written communications	✓	✓
An ability to complete tasks to a high standard with attention to detail	✓	✓
Skilled at working with people and the ability to inspire and motivate others – both staff and students		✓
<b>Relationships</b>		
An ability to establish good working relationships with colleagues, students, parents and the wider community		✓
An ability to communicate effectively in oral and written forms	✓	✓
An understanding of and commitment to the effective promotion of the school	✓	
An ability to lead teams effectively	✓	✓
<b>Personal Qualities/Attributes</b>		
A positive, enthusiastic outlook, embracing risk and innovation		✓
Commitment and dedication to social justice, equality and excellence		✓
A high level of emotional intelligence		✓
Respect and empathy towards others		✓
Resilience, perseverance and optimism		✓
Decisiveness and consistency		✓
Drive for improvement and challenging underperformance		✓
Capacity to be flexible, adaptive and creative		✓
Capacity to receive and act on feedback to build on strengths and improve personal performance		✓