

<b>Post title:</b>	<b>Assistant Headteacher</b>
<b>Salary and grade:</b>	L6 to L10
<b>FTE:</b>	32.5 hours per week, 52 weeks
<b>Line manager/s:</b>	Headteacher

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### **Main purpose of the job:**

To support the Headteacher in the leadership of all aspects of the Academy's development and all members of the Academy community.

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### **Key duties and responsibilities**

#### **Leadership and Management**

You will be instrumental in leading the Academy forward and supporting the Head and other members of SLT. You will:

- prepare, implement, monitor and review the Academy development Plan and other Action Plans
- ensure effective monitoring and evaluation of teaching, learning and Academy performance
- Lead the design and delivery of a curriculum appropriate to the students, the resources, the ethos and vision of the Academy
- develop and maintain clear and effective procedures for management of the Academy
- ensure in conjunction with the Governing Body that Academy Policies are developed, implemented and regularly reviewed
- ensure that appropriate and improving arrangements are in place to provide a safe and pleasant learning environment
- Have a senior safeguarding role promoting the safety and wellbeing of all pupils

#### **Staffing**

- recruit, train and manage staff
- ensure appropriate professional development and support for all staff
- provide a cycle of regular meetings with different groups of staff appropriate to the effective management of the Academy
- maintain own continuous professional development

#### **Students**

- ensure full and appropriate pastoral support for students

- manage and play a key role in developing and maintaining the best possible opportunities for every child's personal development
- extend links with other Academy's to enhance the provision and opportunities for students
- support and encourage students and staff in a wide range of extra-curricular activities and study support
- promote equal opportunity in all aspects of Academy life

## **Governors / Trust**

- advise and inform Governors / Trust on all relevant matters
- attend and provide written reports for meetings of the Governing Body and Trust

## **Community**

- make presentations about Academy matters to a variety of audiences as required
- develop and maintain relationships with other Academy's, agencies and community groups
- develop and maintain relationships with local external curriculum providers with whom the Academy works closely
- arrange for the effective promotion of the Academy
- be pro-active in the building the development of the academy culture

## **Other Duties**

- Other such reasonable duties as determined and delegated by the Nexus MAT CEO and Executive/Senior Leadership Team consistent with the grade of the post and the experience of the postholder

## **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## **Safeguarding**

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

## Person Specification

		Essential	Desirable
<b>Qualifications, Skills &amp; Knowledge</b>	DfE recognised qualified teacher status (QTS).	•	
	Degree or equivalent.	•	
	Good knowledge of current thinking and practice in education.	•	
	Evidence of continuing professional development.	•	
	Other professional qualifications		•
	Commitment to continuous improvement.	•	
	Good understanding of curriculum development and innovation.	•	
	Proven leadership and management skills.	•	
	Evidence of strong person-centred vision and values.	•	
<b>Experience</b>	At least 2 years proven Middle leadership experience	•	
	Recent teaching experience in a primary, secondary or special school.	•	
	Evidence of significant development of a curriculum area or aspect of school provision.	•	
	Experience of multi-disciplinary working.	•	
	Experience of successful work with parents, carers and the wider community.	•	
	Experience of planning and implementing personalised plans for pupils with special educational needs	•	
<b>Thinking Ability</b>	Capacity to influence people and lead change.	•	
	Commitment to continuous improvement.	•	
	Good understanding of curriculum development and innovation.	•	
	Proven leadership and management skills.	•	
	Evidence of strong person-centred vision and values.	•	
	Knowledge of successful strategies for improving the quality of provision and pupils' learning and progress.	•	
	Evidence of high expectations for children and young people's learning and achievement.	•	
	Highly developed leadership skills.	•	
	The capacity to use ICT to improve the quality of provision.	•	
	Knowledge of assessment practice and pupil tracking.	•	
	A good understanding of the features of high-quality pedagogy and practice for children and young people with learning difficulties and disabilities.	•	
<b>Personal Effectiveness</b>	Excellent communication skills.	•	
	Excellent interpersonal skills.	•	
	The ability to develop effective working relationships.	•	
	Good organisation and management skills.	•	
	The ability to inspire and motivate other people.	•	

		Essential	Desirable
	Honesty and integrity.	•	
	Humility, resilience and optimism.	•	
<b>Interpersonal Relationships</b>	Clear vision.	•	
	The ability to inspire and motivate other people.	•	
	Ability to contribute to and share quality practice with the TA's, teachers and team.	•	
	The ability to set challenging targets.	•	
	The ability to monitor, evaluate and review the school's effectiveness.	•	
	Highly effective teamwork skills.	•	
<b>General</b>	The flexibility to meet the full range of job requirements.	•	
	Able to travel to a wide range of meetings and events.	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	No serious health problems that will likely impair or impact on job performance.	•	
	Good attendance record in current employment (not including absences resulting from a disability)	•	