Job Description

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| Job Title: | | Assistant Headteacher  Teaching and Learning | Department/Group: | Teaching staff |
| Level/Salary Range: | | Leadership scale  L12 – L16 | Reporting to: | Deputy Headteacher |
| Contract term: | | All year round | Hours per week: | 1.0 FTE |
| Safer Recruitment Statement | | | | |
| The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | | | | |
| Vision Statement | | | | |
| *“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:*  *• Offering a high quality, inclusive and distinctive education*  *• A caring and nurturing environment based on our Christian values*  *• Recognising the unique nature of each child.* | | | | |
| All staff employed by The Bishop Fraser Trust will: | | | | |
| * Uphold and promote the Trust’s vision * Uphold and promote the Christian ethos of all schools in the Trust * Support and contribute to the achievement of all students academically and pastorally * Support and contribute to the Trust’s responsibility for safeguarding all students * Undertake professional training to enhance personal development and job performance * Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection * Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect * Share best practice, expertise and skills with others. * Seek to be positive and build up the common good through their own individual contribution to the life of their school * Offer ideas and suggestions for making things better * Engage actively in the appraisal and performance review process * Seek to develop a better work/life balance * Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description * Work within the Trust and individual school’s Health & Safety Policies to ensure a safe working environment for all staff and pupils * Follow any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description * Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers * Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in. | | | | |
| All senior leadership staff employed by The Bishop Fraser Trust are required to: | | | | |
| * Model and drive the school’s vision and expectations to have a significant impact on students’ life chances sharing our ethos that ‘no child is left behind’ * Inspire, challenge and support others to enable them to be the best they can be * Be an outstanding leader, teacher and role model for all * Have a proven track record of leadership at senior level * Nurture a culture of professional development * Have the ability to project presence and articulate our vision to all members of the school community * Demonstrate high level inter-personal skills to work successfully with a wide range of audiences * Show a commitment to modelling the highest professional standards and the ability to teach outstanding lessons * Have a proven track record of change management to secure improved academic standards * Be committed to equality of opportunity and inclusive education * Have the energy, enthusiasm, personal warmth and humour to remain resilient and deliver the above | | | | |
| Main purpose of the role: | | | | |
| * To be the strategic lead for Teaching and Learning across the school * To lead CPD across the school * To lead ITT and ECT provision across the school * To lead the whole school literacy strategy and line manage the Literacy Lead | | | | |
| Job Description: | | | | |
| **THE SCHOOL TEACHER’S PAY AND CONDITIONS DOCUMENT SETS OUT THE STATUTORY RESPONSIBILITIES OF ALL STAFF. THIS JOB DESCRIPTION COMPLEMENTS THAT DOCUMENT AND PROVIDES THE SPECIFIC CONTEXT FOR THIS POST**  **General Responsibilities of all teachers**  To contribute to the development of a strong, effective school with an emphasis on aspiration and attainment, delivered through strong classroom practice and a fiercely held and demonstrated belief in the role of the school in developing citizens for the future. All staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all students and to the development of the school’s community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The school’s ethos will be that of achievement, aspiration, commitment, good citizenship and enjoyment  **Responsibilities of Senior Leadership Post holders**  Posts at Senior Leadership Level are expected to be flexible and committed to the development of others and themselves. Over time, responsibilities are likely to change to develop our leaders’ experience. This job description is generic to reflect the fact that a range of responsibilities can be accommodated within the leadership executive. Knowledge and expertise in the following would be an advantage to the team but this should not discourage candidates with other areas of expertise:   * Teaching and Learning * Teacher training * Curriculum   As an Assistant Headteacher, you will be committed to transforming the attainment and achievement of all students across the school and as such you will have the knowledge and expertise to demonstrate that you will:   * Model and drive the values and vision of the school; * Inspire, challenge and support others to enable them to be the best they can be; * Drive the school’s vision and expectations to have a significant impact on students’ life chances sharing our ethos that ‘no child is left behind’; * Be an outstanding leader, teacher and role model for all; * Have a proven track record of leadership at middle or senior level * Nurture a culture of professional development; * Have the ability to project presence and articulate our vision to all members of the school community; * Demonstrate high level inter-personal skills to work successfully with a wide range of audiences; * Show a commitment to modelling the highest professional standards and the ability to teach outstanding lessons; * Have a proven track record of change management to secure improved academic standards; * Are committed to equality of opportunity and inclusive education; * Have the energy, enthusiasm, personal warmth and humour to remain resilient and deliver the above.   **Specific Responsibility:**   * Leading Teaching and Learning throughout the school, under the leadership of the Deputy Headteacher (Quality of Education), securing the highest of standards of pedagogy across all teaching staff; * Strategically lead and facilitate CPD for all teaching staff and support staff where appropriate * Lead Instructional Coaching across the school using StepLab * Strategically lead on ITT and ECT provision, liaising with the Appropriate Body where required * To line manage the school’s Professional Mentor * Support the DHT (Quality of Education) in leading and contributing to the School Improvement Group * To lead the school’s Induction process for new staff * Lead SLT and Middle Leaders to administer Quality Assurance fortnights (drop-ins, book looks, student voice etc.) on a half-termly basis, using outcomes to drive CPD and support for staff/departments where appropriate. * Updating the school’s Quality of Education handbook alongside the DHT (Quality of Education) to ensure it provides staff with up to date and consistent information about Canon Slade Schools key Teaching & Learning principles * Providing materials for and attending any relevant Governors’ meeting, particularly the Curriculum and Achievement group. * To work with the Deputy on identifying school priorities and contribute to the School Improvement plan for teaching and learning. * To work in collaboration with other trust colleagues who hold the responsibility for T&L. * To coordinate and have oversight of learning beyond the classroom, including the Homework policy and Homework Timetables. * To coordinate updates to / the production of Knowledge Organisers * To develop and drive the whole school literacy strategy * Organise Middle Leader Conference in summer term * To line manage the Literacy Lead * To line manage internal cover supervisors and teachers and oversee the school’s cover arrangements   Any other duties which may arise during the course of work and as authorised by the Head or membership of the Senior Leadership Team. Such duties will be commensurate with the general level of this post and will be subject to the skills and abilities of the post holder.  **Generic Job Description – Assistant Headteacher**  In addition to those professional responsibilities common to all classroom teachers of the school, the Assistant Headteacher will be a member of the Senior Leadership Team and will play a full part in the management of the school. The post holder is accountable directly to the Headteacher.   1. **Accountability for strategic leadership and operational management of aspects of the School Development Plan and whole school areas of responsibility**  * To make a substantial contribution to the development, articulation and implementation of the school development plan; * Building capacity amongst staff to deliver and sustain the highest quality outcomes; * Leading others in making an impact on the educational progress of all students; * Being accountable for project management of deadlines and engaging staff as appropriate; delegating, providing resources and delivering the highest quality outcomes; * Being accountable for the management of funding or budgets related to areas of responsibility; * Being accountable for the continuing effective work of all staff for whom the post holder is responsible; * Reporting to the Headteacher and governors regularly and attending full governing board meetings and various committees as required; * Acting as the key driver of development and change in a range of areas  1. **Significant contribution to the collaborative work of the Leadership Group.**  * Leading, with other members of the Leadership Group, Teaching and Learning across the school; * Contributing to policy discussions and decisions on Teaching & Learning, curriculum, assessment, and other matters; * Modelling the ethos and vision of the school; * Leading whole school assemblies; * Making a significant contribution to school self-evaluation; * Deputising for other members of the leadership group within the school and wider community and assisting other members of the SLT as appropriate; * Undertaking new tasks and personal development within the leadership role as preparation for headship, if this is your aspiration; * Ensuring creativity, innovation and other transformational activities to raise standards in all areas;  1. **Accountability for leading and line managing other staff**  * Leading, developing and enhancing the teaching practice of others through the line management process; * Ensuring that all students have equality of opportunity and can work to their optimum; * Coaching, developing and supporting leadership and management skills; * Monitoring, reviewing and quality assuring the areas specified in the role and establish procedures and processes in response to identified needs; * Ensuring that the self-review of line management areas is consistent, systematic and sustained.  1. **Accountability for delivering a range of other school responsibilities**  * Undertake specific, significant roles in the leadership and management of the school; * Develop, organise and hold colleagues accountable in their roles at all levels; * Ensure that the management of the school through these designated roles is efficient and effective; * Developing and promoting policies and procedures that ensure the school distinctive ethos is reflected in all learning activities; * Promoting the school’s ethos and culture to the broader community and beyond; * Assuming the appropriate level of responsibility for safeguarding and promoting the welfare of children; * Compliance with the school’s Health and Safety policy; * Other duties that might reasonably be required of an Assistant Headteacher.   **Safeguarding of children and young people**   * The post holder is responsible for promoting and safeguarding the welfare of all children and young people at Canon Slade School in the role of Assistant Headteacher | | | | |
| This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment. | | | | |
| Last Updated: | January 2025 | | | |

**Person Specification**

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|  | **Assistant Headteacher - CRITERIA** | **E**ssential / **D**esirable |
| **Work related circumstances – professional values and practices of The Bishop Fraser Trust** | High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements | E |
| Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners | E |
| Commitment to the Trust’s Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work | E |
| Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice | E |
| Able to liaise sensitively and effectively with parents and carers recognising their role in student learning | E |
| Able to improve their own practice through evaluations and discussion with colleagues. | E |
| Flexible with an ability to be able to embrace and generate change | E |
| **Personal Qualities** | Self-motivated and personally resilient | E |
| High levels of personal integrity, discretion, honesty, reliability and self-awareness | E |
| Conscientious and diligent work ethic | E |
| Presence, dynamism, good sense of humour and approachability | E |
| Strong intellect underpinned by a clear moral compass, instinct and intuition | E |
| High standard of personal presentation with an excellent attendance and time-keeping record | E |
| Exacting standards, with high levels of attention to detail and accuracy | E |
| Patience, kindness and understanding | E |
| **Professional Dispositions** | Pro-active in using initiative | E |
| The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction | E |
| Maintains a positive outlook at work | E |
| Willingness to take a hands-on approach as necessary | E |
| Flexibility, on occasions and within reason, in approach to working hours | E |
| Ability to work under pressure to meet specified deadlines, in a situation with frequent interruptions | E |
| **Qualifications** | Honour’s degree | E |
| Qualified Teacher Status or equivalent in specialist area | E |
| Evidence of Continuous Professional Development | E |
| Senior management qualification (e.g., NPQSL, NPQH, Christian Leadership Programme etc) | D |
| **Experience**  **Skills and Knowledge** | Senior leadership in a school setting | D |
| Track record of outstanding learning and teaching practice | E |
| Successful and sustained delivery of outstanding attainment and achievement. | E |
| Partnership working and collaboration within a school, college or local authority context. | D |
| Developing and leading the implementation of strategies to sustain whole school improvement. | D |
| Experience of managing others’ performance and both supporting and holding colleagues to account | E |
| Successful partnership working with parents in managing pastoral issues | D |
| Developing and enhancing the curriculum of a school and/or subject area. | D |
| Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets. | E |
| Ability to develop and implement strategies to enhance and sustain whole school initiatives | E |
| Ability to work with a range of external agencies and stakeholders to deliver whole-school initiatives. | E |
| Ability to communicate verbally with, and write reports for, a range of stakeholders, including Governors and external agencies. | E |
| Ability to conduct difficult conversations in supporting and challenging underperformance of colleagues | E |
| Knowledge of curricula, specifications and assessment criteria | D |
| Ability to work autonomously, prioritise conflicting demands and thrive under pressure. | E |
| ICT skills to manage and report on performance data to a range of audiences (Ofsted, Governors, parents, staffand students). | E |
| Understanding of contemporary issues relating to Teaching and Learning | E |
| **Safeguarding of Children and Young People** | Ability to form and maintain appropriate relationships and personal boundaries with children and young people | E |