**Associate Assistant Headteacher JOB DESCRIPTION**

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| Job Title: | Associate Assistant Headteacher – Curriculum Development and Quality of Education  | Department/Group: | SLT / Teaching Staff |
| Level/Salary Range: | Leadership scale L1-L3 | Reporting to: | Deputy Headteacher QE  |
| Contract term: | Maternity Cover – FTC 1 year | Hours per week: | Full time |
| 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.
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| All senior leadership staff employed by The Bishop Fraser Trust are required to: |
| * 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.
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| Main Objectives of Role: |
| To be responsible for Curriculum Development and Quality of Education |
| 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 Postholders**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. **Generic Job Description – Associate Assistant Headteacher**In addition to those professional responsibilities common to all classroom teachers of the school, the Associate Assistant Headteacher will be a member of the Senior Leadership Team and will play a full part in the management of the school. **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 progress boards, full governing board meetings and various committees as required;
* Acting as the key driver of development and change in a range of areas;

**Significant contribution to the collaborative work of the Leadership Group.*** Leading, with other members of the Leadership Group, the behaviour management of the school;
* Contributing to policy discussions and decisions on curriculum, assessment, pastoral management, staffing 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;

**3. 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.

**4. 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’s 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 Associate Assistant Headteacher.

**Specific Responsibility: Curriculum Development and Quality of Education**Any other duties which may arise during the course of work and as authorised by the Headteacher 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.* To line manage departments as directed by the Headteacher
* To line manage the options process for KS3 pupils into KS4
* To lead and be accountable for the KS4 student progress strategy to improve outcomes at KS4 and ensure all students fulfil their academic potential.
* To lead the cohesive working between Heads of Department and Heads of Year 10 and Year 11 to drive student progress.
* To lead and be accountable for our strategy for supporting under-resourced (disadvantaged students) and regularly evaluate the impact of all strategies and support.
* Working under the direction of the Deputy Head for QE to lead on all parental and student progress communications at KS4.
* To lead our strategy to ensure the full participation of all young people in extra-curricular activity/intervention.
* To lead on the whole school reading strategy including quality assurance of the reading programme.
* Work with the Deputy Heads and AP Inclusion to ensure that SEND pupils are monitored and supported in order that they achieve their full potential.
* Ensure and promote pupil welfare/safety.
* Share responsibility with the Headteacher and Deputy Heads for communication with parents;
* Attend, wherever possible, whole school celebration events
* Attend Parents’ Evenings to support Heads of Year;
* Ensure the school’s web-site is kept up to date in terms of information relating to the areas for which you are responsible
* Lead the KS4 School Council
* Contribute to the writing and monitoring of targets in the School Development Plan.

**Safeguarding of children and young people*** The post holder is responsible for promoting and safeguarding the welfare of all children and young people at Bury Church of England High School in the role of Associate Assistant Headteacher
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| 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. |
| All staff employed by the Bishop Fraser Trust are expected to: |
| * 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 or SLT 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.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT 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: | November 2024 |

|  | **PERSON SPECIFICATION****Associate Assistant Headteacher – Curriculum Development and Quality of Education****CRITERIA** | **E**ssential / **D**esirable |
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| **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** | Strongly self-motivated with personal resilience, persistence and perseverance. | E |
| Exceptional levels of personal integrity, discretion, honesty, reliability and self-awareness | E |
| Presence, dynamism, good sense of humour and approachability | E |
| Strong intellect underpinned by a clear moral compass, instinct and intuition | E |
| Conscientious and diligent work ethic | 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 |
| **Qualifications** **Experience, Abilities,** **Skills and Knowledge** | Honours degree | E |
| Qualified Teacher Status or equivalent in specialist area | E |
| Evidence of Continuous Professional Development | E |
| Track record of outstanding learning and teaching practice | E |
| Experience of successfully leading whole-school intervention strategies that drive student progress.  | E |
| Experience of designing and implementing whole school systems and evaluating their impact.  | E |
| Experience of engaging parents effectively  | E |
| Experience of managing change effectively  | E |
| Ability to communicate well with students, to motivate and encourage  | E |
| Ability to communicate verbally with, and write reports for, a range of stakeholders, including Governors and external agencies. | E |
| Ability to galvanise support from teachers and middle leaders  | E |
| Ability to conduct difficult conversations in supporting and challenging underperformance of colleagues | E |
| 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, staff and students). | E |
| Excellent knowledge of research-based practice that drives progress for all students including the under resourced (disadvantaged.)  | E |
| **Safeguarding of Children and Young People** | Ability to form and maintain appropriate relationships and personal boundaries with children and young people | E |

