

JOB DESCRIPTION

Job Title	STEP Assistant Headteacher
Grade	Leadership
Responsible to	Head of School

Job Purpose:

- Undertake the duties of a teacher as specified by the most recent School Teachers' Pay and Conditions Document (STPCD).
- Lead teaching and learning as a Lead Teacher, working with teachers across the school to improve their practice through team teaching, modelling lessons and leading staff INSET/CPD.
- Be an inspirational and outstanding practitioner, working within a team to support the development of the academy's vision for educational excellence.
- Engage with recent, relevant research and distil the information for the rest of the teaching and learning team.
- Work with the Head of School & Deputy Headteacher to promote the agreed vision of STEP Academy Trust, taking a lead role in the strategic development and delivery of the academy's mission and values.
- Work with the Head of School & Deputy Headteacher to develop teaching and learning.
- Within your team, be responsible for tracking attainment and progress, line managing staff, supporting teachers in developing their practice and leading CPD staff meetings as appropriate.
- Work with the Head of School, Deputy Headteacher & Senior Leadership Team to implement policies and procedures ensuring the health and safety of pupils, staff, parents and members of the wider community.
- Work with the Head of School and Deputy Headteacher on the operational management of the curriculum and pastoral needs of the school.
- Lead the inclusion team to ensure that all children have access to a high quality curriculum and learning environment.
- Lead an area of priority on the Academy Improvement Plan.
- Be responsible for line managing a group of staff, including teachers, LSAs and MDS.
- Undertake any professional duties that might be delegated by the Head of School.

Key Accountabilities:

- Keep the Head of School and Deputy Headteacher informed of issues arising / affecting the staff and wider school community.
- Attend selected Academy Committee meetings and report to Academy Committee as required and directed by the Head of School.
- Assist the Head of School and Deputy Headteacher in the recruitment and appointment of new staff.
- Deputise in the absence of the Deputy Headteacher in all aspects of school management.
- Act as team leader in the performance management of teachers and/or teaching assistants in accordance with the STEP Appraisal Policy.
- Support with identifying cover needs during staff absences (including providing the cover where necessary)

Safeguarding commitment

STEP 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. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: Assistant Headteacher

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
Qualified Teacher Status	✓		✓		
Degree level education or an equivalent professional qualification	✓		✓		
Evidence of recent continuing professional development, e.g. NPQSL	✓		✓		
Recent successful middle-leadership experience and a proven ability to raise standards	✓		✓	✓	
A proven track record of excellence as a class teacher in the primary phase	✓		✓		
Successful experience of improving the quality of teaching and learning through processes of monitoring, supporting and motivating	✓			✓	✓
Successful experience of accelerating rates of pupil progress, including those of children with Special Educational Needs or Disabilities and other vulnerable pupils	✓			✓	

Successful implementation of curriculum development in a core subject		✓		✓	
Knowledge & Understanding					
An understanding of effective pedagogical approaches and how to teach and coach other teachers on how to implement these	✓			✓	✓
A thorough knowledge of the whole primary and foundation stage curriculum, its organisation and assessment	✓			✓	
A knowledge of current school self-evaluation procedures and strategies for raising standards of achievement	✓			✓	✓
A commitment to and an understanding of the processes of inclusion and equal opportunities	✓		✓	✓	
A clear understanding of current educational legislation, issues and debates	✓			✓	✓
Skills & Abilities					
An ability to lead and work as part of effective teams	✓		✓	✓	✓
Be able to communicate clearly and effectively both orally and in writing with	✓		✓		

pupils, staff, parents, carers and governors					
Have good reasoning powers and good judgement in a variety of situations	✓			✓	✓
Maintain, improve and develop close links with pupils, parents, carers, governors and the wider community	✓			✓	✓
Plan, monitor and evaluate aspects of school development and lead by example	✓			✓	✓
Manage change successfully	✓			✓	✓
Personal Skills and Attributes					
Ability to work as an effective and supportive member of a team	✓			✓	✓
Excellent organisational skills	✓			✓	
Approachable for all stakeholders, including staff, parents and children	✓			✓	
Excellent oral and written communication skills	✓		✓	✓	✓