GLF
Where Children Grow, Learn and Flourish

Manor
Primary School & Nursery

GLF Schools - Job Description

Job Title	Assistant Headteacher	Job Reference	
Location		Travel required	Occasionally

Core purpose

- The Assistant Headteacher will work in partnership with the Deputy Head and Headteacher to provide professional leadership and management to the school.
- To be responsible for ensuring and supporting the educational success of the school within the overall framework of the Multi Academy Trust as well as the individual school strategic plan.
- To achieve success for all members of the school community within a culture of continuous innovation rigorous review, the Assistant Headteacher will shape the school's future by vision, leadership and direction and promote excellence, equality and high expectations of all children in both academic and extra-curricular achievements.
- Continuously explore modern technologies and education initiatives to create a safe and productive learning environment that is engaging and fulfilling for all children and staff.
- It is the duty of the Assistant Headteacher to deploy resources effectively to assist in achieving the schools aims and to support and develop its distinctive ethos.

Key Accountabilities

Strategic leadership

- Collaboratively working with the Deputy Head and Executive Headteacher to develop the shared vision and strategic plan for the academy which inspires and motivates children, staff and all other members of the school community
- Developing a nurturing environment where every child is supported and challenged to meet their full potential
- Promoting the school's vision and values within all aspects of the school
- Leading and developing colleagues' performance so as to maximise the progress of all children/students
- Creating, maintaining and enhancing effective working relationships amongst all members of the school community
- Setting targets, monitoring performance and reviewing the progress of staff according to the appraisal/performance management cycle of the school
- Leading curriculum initiatives that support the development of enriched and innovative experiences
- Taking responsibility for the development, implementation and evaluation of SEN policies and practices
- Providing CPD through modelling best practice, coaching and INSET

Learning and Teaching - Curriculum

- To work alongside the Deputy Head and Headteacher as well as the LGB to secure and sustain effective teaching and learning throughout the school, monitoring and evaluating the quality of provision and using available data to set priorities for improvement
- Ensure that learning and teaching is at the centre of the school's decision making

- Teaching within the framework of present and future policies, paying particular attention to the policies for equality, safeguarding of children special educational needs and behaviour for learning
- Determine, organise and implement a diverse flexible curriculum and effective assessment framework
- Ensure a consistent and continuous focus on children's achievement through monitoring and using data effectively for measuring children's progress, with a focus on ensuring that accelerated progress for low achievers and underperformers is developed and embedded
- Promote a culture of challenge and support for all children to enable them to achieve success and become engaged in their own learning
- Implement and support strategies that secure high levels of behaviour and attendance
- Provide staff and any other external individuals with guidance and support for learning and teaching strategies, with a focus on effective differentiation to meet the needs of all children

Securing accountability

- To account for and support the efficiency and effectiveness of the school to the rest of the SMT, LGB and GLF board.
- Build and develop a school ethos which enables everyone to work collaboratively, share knowledge and understand, celebrate success and accept responsibility for outcomes
- Provide support to the Head Teacher, Deputy Head, teaching and support staff, with specific responsibility for inclusion and members of the team as directed by the Headteacher
- Implement and monitor positive behaviour management strategies to support all children's/students social and emotional aspects of learning
- Lead on specific areas of the school development plan as agreed with the Headteacher
- Contribute to the self-evaluation of the school
- Ensure a consistent approach regarding SEND across the school
- Lead by example and demonstrate an enthusiastic approach to the development of a personalised and innovative whole school curriculum

Strengthening community

- Work effectively with other educational institutions locally and further afield building effective partnerships.
- Drive a focus on developing the provision of out of hours learning and extended learning opportunities.
- Build and maintain effective relationships with parents, carers, partners and the community that enhance the education of the students and the wider community

Operational responsibilities

- Provide support to the Deputy and Headteacher on effective organisation and management of the school and identify ways of improving organisational structures and functions based on self-evaluation.
- Ensure compliance with education statute and employment legislation.
- Ensure safeguarding of students and health and safety of all children and staff.
- Assist with the implementation of a student support (pastoral care) system that focuses on each learner and supports school improvement.

Accountability
• The Assistant Headteacher will report to the Deputy Head, Headteacher and GLF board, who have the overall responsibilities for standards within the school. • GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities.
Collaborative Working
GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.
Safeguarding
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.