

Devon County Council

Job Title	Assistant Head
Location	Learn to Live Federation
Reporting to	Executive Head Teacher
Effective date of JD	1 September 2021
Salary range	LS8 – LS12

Job Purpose including main duties and responsibilities:

- Support the leadership and management to enable the School to give every pupil high quality education and which promotes the highest possible standards of achievement
- Make a positive contribution to the Federation Leadership Team
- Contribute to the long-term success of the School
- To monitor and evaluate the quality of teaching and learning for their site.

Key Accountabilities (all in conjunction with the Executive Headteacher and Heads of School / College):

1. **Creating the Future of the School**
 - a. Working under the direction of the Executive Headteacher and Head of School / College to ensure the long term success of the school
 - b. Contribute to, and communicate, the Federation's shared vision which expresses core values and purpose
 - c. Implement the vision through agreed objectives and operational plans
 - d. Motivate others to create a shared learning culture and positive climate
 - e. Be involved in key strategic Federation development including policies and procedures
 - f. Demonstrate the vision of the Federation in everyday working practice
2. **Leading Teaching and Learning in the School to:**
 - a. Ensure a continuous and consistent site specific focus on pupils' achievement, using data and benchmarks to monitor progress
 - b. Support creative, responsive and effective approaches to learning and teaching
 - c. In conjunction with the Head of School / College, uphold high expectations for the whole school community in line with the FDIP
 - d. Safeguard children and keep them safe from harm and work to secure improvements in their welfare. The Assistant Head will be a Deputy DSL for the site
 - e. Support the Head of School / College to tackle under-performance at all levels
 - f. In conjunction with Heads of School / College and Deputy Heads to support and develop Teachers, key stage leads, subject leads and CDMT team
 - g. Alongside Deputy Heads support the development of middle leaders
 - h. Be an outstanding role model and act as leading classroom practitioner, inspiring and motivating other staff
 - i. Gather and analyze pupil progress data for their site and share with Deputy Heads and Heads of School / College
 - j. Affective use of assessment tools to monitor evidence of learning alongside middle leaders
 - k. To conduct Termly Professional Conversations with Teachers and feedback to SLT

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- 3. Working under the Direction of the Executive Headteacher and Head of School / College to Develop Self and Others:**
 - a. In response to the needs of the federation and under the direction of Senior Leadership Team develop and deliver staff training, professional development and performance review
 - b. Promote and maintain a culture of high expectations for self and others
 - c. Regularly review own practice, set personal targets and take responsibility for own development
 - d. Be mindful of the well-being of other leaders, teachers and staff and their emotional health and work life balance
 - e. Manage workload and retain a reasonable work-life balance
 - f. Demonstrate a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning
 - g. Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture
 - h. Support the Senior Leadership Team in developing and maintaining high morale and confidence in all staff and set an example of high professional standards and leadership
- 4. Managing the Organisation**
 - a. Support with the interviewing process, as required, in liaison with HR Manager
 - b. In liaison with Communication Manager, communicate relevant information to all staff in a timely and organized manner
- 5. Securing Accountability**
 - a. Contribute to, and articulate, a Federation ethos which enables everyone to work collaboratively
 - b. Working collaboratively with Head of School / College and Deputy Heads to ensure every individual child and young person has access to high quality teaching and learning
 - c. Attend SLT, and Governor meetings as required, to provide information and advice regarding specific areas of responsibilities
- 6. Strengthening Community**
 - a. Promote positive strategies for challenging discrimination and prejudice
 - b. Support the Head of School / College in promoting a range of community-based learning experiences
 - c. Collaborate with other agencies to ensure pupil and community needs are met

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Person specification:

Attribute	Essential	Desirable	Method of Assessment
Leadership	<ul style="list-style-type: none"> • Middle Leadership and management skills • Ability to contribute to and maintain a clear vision for the Federation Ability to review, monitor and evaluate progress and results 		
Knowledge and Experience	<ul style="list-style-type: none"> • EHCP • Preparing for Adulthood • Safeguarding and Child Protection • Personalised learning • Ofsted standards • Current statutory curriculum requirements • Understand what makes an ambitious and sustainable learning community i.e. ambitious and smart target setting • Models of behaviour and attendance management 	<ul style="list-style-type: none"> • Evidence of successfully leading and sustaining educational initiatives 	
Practical Skills	<ul style="list-style-type: none"> • Ability to motivate staff and students • Ability to manage change and work under pressure of changing circumstances • Ability to delegate • Solution focused • Problem solving • Positive challenge • Outstanding classroom practitioner 		
Communication	<ul style="list-style-type: none"> • Ways to build, communicate and implement a shared vision • Excellent communicator 		
Personal Qualities	<ul style="list-style-type: none"> ▪ Self-awareness <ul style="list-style-type: none"> ○ Emotional self-awareness ○ Accurate self-assessment ○ Self-confidence 		

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	<ul style="list-style-type: none"> ▪ Self-management <ul style="list-style-type: none"> ○ Emotional self-control ○ Transparency ○ Adaptability ○ Initiative ○ Optimism ○ Resilience ▪ Social awareness <ul style="list-style-type: none"> ○ Empathy ○ Organisational awareness ▪ Relationship management <ul style="list-style-type: none"> ○ Developing others ○ Influence ○ Team work and collaboration ▪ Approachable ▪ Confident and competent ▪ Motivator ▪ Personal commitment to quality and excellence ▪ Able to work effectively and cooperatively between schools and with all stakeholders ▪ Able to negotiate effectively to further the School's objectives ▪ Committed to equal opportunities. 	<ul style="list-style-type: none"> ▪ Relationship management <ul style="list-style-type: none"> ○ Inspirational leadership ○ Change catalyst ○ Conflict management ○ Mentoring and coaching ▪ Innovator 	
Strategic Thinking		<ul style="list-style-type: none"> • Strategic planning processes • Leading change, creativity and innovation • School's self evaluation process • Strategies for raising achievement and achieving excellence • Strategies to promote individual, team and organisational development • Strategies which encourage parents and carers to support their children's learning 	
Technology / IT Skills	<ul style="list-style-type: none"> • New technologies, their use and impact 		

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	<ul style="list-style-type: none">• Competence in using a variety of databases and IT		
Education and Training	<ul style="list-style-type: none">• Qualified to degree level• Qualified Teacher Status• Evidence of CPD		
Equal Opportunities	<ul style="list-style-type: none">• Committed to equal opportunities.	<ul style="list-style-type: none">• Legal issues relating to managing a school, including equal opportunities, race relations, disability, human rights and employment legislation	

Signatures:

Job Description agreed by:

Job Holder (if in place): _____ **Date:** _____

Chair of Governors: _____ **Date:** _____