

Job Description
St Hugh's School

Job title	Associate Head Teacher
Scale:	L15 to L19
Purpose of role:	<p>The Associate Head Teacher will:</p> <ul style="list-style-type: none"> • promote and support the vision and direction of St Hugh's School by providing the day-to-day leadership and management that will enable it to build success and continue to provide high quality education for its students' • has leadership and management of the school on a day-to-day basis, will manage the middle leadership group team of the school and is the first point of contact for all stakeholders and external agencies in matters relating to the school. The Associate Head Teacher of St Hugh's School will be an ambassador for the school and will promote and raise its profile in the wider community <p>The Head Teacher has overall and strategic responsibility for St Hugh's School and Leading Learning Forward Teaching School who and will support and advise the Associate Head Teacher and is their line manager. As an employee within St Hugh's School, the Associate Head Teacher may be required to work across multi-site provision.</p> <p>This job description should be read alongside the range of duties and responsibilities of Head Teacher as set out in Part 9 of the annual Teachers' Pay and Conditions Document. Candidates will be expected to have considered these in relation to our schools' context.</p>
Accountable to:	Head Teacher and Local Governing Body

Main duties and responsibilities:

Strategy and improvement:

- Work with governors, the Head Teacher and the school community to refine the vision for the school so that it is clearly articulated, shared, understood and acted upon effectively by all
- Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement
- Work with the Head Teacher to promote excellence, equality of opportunity and high expectations of all staff, students' and stakeholders
- Work with political and financial astuteness within clear set of principles centred on the vision, ably translating local and national policy into the school's context
- Build a culture and curriculum which takes into account the richness and diversity of the local community which includes learning experiences for our young people being linked to and integrated with the wider community
- Ensure that strategic planning is led by the aspirations and values of the school and is based upon rigorous school self-evaluation
- Review own practice regularly, setting personal targets and taking responsibility for own personal development.

Teaching and curriculum excellence:

- Ensure a consistent and continuous school-wide focus on students' achievement, using data, benchmarking and best practice research to monitor students' progress and assess the need for intervention. This includes statutory Pupil Premium requirements
- Nurture the development of challenge-based learning so that it contributes to effective and comprehensive coverage including review and development of our curriculum whilst ensuring high quality middle leader input. Securing excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design
- Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning. Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence
- Demonstrate and articulate high expectations and set stretching targets for the whole school community, inspiring and motivating staff by providing models of outstanding teaching and assessments systems / strategies
- Implement strategies which secure high standards of behaviour including strategies to develop less structured times and after school activities as learning experiences
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Shape the current and future quality of teaching profession through high quality training, systematic approach to monitoring and sustained professional development for all staff including induction processes
- Develop strong partnerships with parents and carers to support students' achievement and personal development including attendance
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the School and Local Authority. To participate fully as a designated safeguarding officer.

Leading with impact:

- Work with the Head Teacher to build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities with a specific focus to middle leadership focus and accountability
- Develop and maintain effective strategies and procedures for staff induction and professional development
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Work with the Head Teacher to develop and maintain a culture of high expectations for self and for others and to take appropriate action when performance is unsatisfactory
- To manage own workload and that of others to allow an appropriate work/life balance.

Working in partnership:

- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families
- Develop a comprehensive system of communications so as to create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- Seek opportunities to invite parents and carers, former pupils, other schools, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community
- Contribute to the development of the education provision, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives, identification of funding streams etc.
- Actively engage and develop as directed specific areas within the Teaching School Leading Learning Forward including collaborative work with strategic partners including HEI and FE

- Represent the school at strategic planning groups ensuring the development of SEND across the area / Local Area.

Managing resources and risks:

- Work with the Head Teacher to fulfil commitments arising from contractual accountability to the governing body
- Manage and to organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Use and integrate a range of technologies effectively and efficiently to manage the school
- Work with the Head Teacher to ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to regular scrutiny, review and evaluation
- Work with the Head Teacher to liaise with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities
- Ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals
- Ensure all school systems to be completely aware of responsibilities at all times under the Data Protection Act 1998 and GDPR regulation April 2018 for the security, accuracy, and significance of personal data held and integral to all school processes / systems
- Work with the Head Teacher to develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- Reflect on personal contribution to school achievements and to take account of feedback from others.

Increasing capability:

- Work with the Head Teacher to create and keep under review an organisational structure which reflects the school's values, and enables management systems, structures and processes to work effectively in line with legal requirements
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- Embed the principles of distributive leadership throughout the school
- Work with the Head Teacher to manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities
- Work with the Head Teacher to recruit, retain and deploy dedicated and able staff and manage their workload to achieve the vision and goals of the school
- Develop / monitor and review the coaching processes for staff as an integral part of successful performance management
- Work with the Head Teacher to develop and maintain a school ethos which will enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

Core competencies:

Other Duties - The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

