



Job Outline

Assistant Headteacher **Raising Standards Lead – Oversight of Vocational Curriculum**

Responsible to: Deputy Headteacher, Teaching and Learning
Salary Grade: Leadership Point 12-16
Full time/Part time: Full time

Job Purpose

The Assistant Headteacher (Raising Standards Lead, Oversight of Vocational Curriculum) will provide the strategic leadership and operational strategies for raising standards at Key Stage 4 and fulfilling the school vision of 'Aspire, Believe, Achieve'.

The core responsibilities of this post relate to raising attainment of students at Key Stage 4. Working alongside the Deputy Headteacher, Teaching and Learning, you will set the direction and implement the strategy for academic Raising Standards across Key Stage 4. Your focus, in the first instance, will be to oversee attainment and progress in all subjects ensuring a match that enables the school to meet its Basics targets.

The post holder shall have the professional duties of an Assistant Headteacher in accordance with the current DfE's School Teachers' Pay and Conditionals document.

Key Responsibilities

1. To assist the Headteacher, together with other members of the School Leadership Team, in providing leadership and managing the school.
2. To provide strategic leadership for specified whole school priorities relating to raising academic attainment and progress in Key Stage 4.
3. To actively support the vision, ethos and policies of the school and Trust.
4. To promote and safeguard the welfare of children.

Specific Responsibilities

Leadership and Management

- Be a strategic and supportive member of the Senior Leadership Team (SLT) playing a key role in the future development of the school.
- Contribute to creating an environment within the school where students and staff develop and maintain positive attitudes towards each other, the environment and community.
- Lead the implementation of a monitoring, evaluation and review cycle in your area(s) of responsibility.
- Contribute to the development and review of the School SEF and School Development Plan.
- Effectively line manage designated middle leaders and support staff.
- Ensure the professional effectiveness of teaching and support staff through providing robust performance and continuous professional development opportunities.

- Maintain clear expectations, high standards of professionalism and collaboration to meet the school strategic priorities.
- Assist in the appointment of staff and their deployment to make the most effective use of their skills, expertise and experience to raise standards of achievement across the school.
- Ensure that all staff have a clear understanding of their roles and responsibilities.
- Use appropriate resources for effective, efficient and safe teaching and learning across the school; accommodation; agreed budgets; staff; time; courses; development opportunities and ICT resources.

Raising Standards

- Lead the implementation of the school's Raising Attainment Plan (RAP) ensuring that students have access to good quality teaching that enables them to make good and better progress.
- Lead the implementation of effective systems that monitor and secure excellent attainment and progress.
- To take a lead in the analysis of assessment information to support action planning including test and examination data to identify targeted interventions for individuals and groups of students.
- Lead the vocational curriculum offer at St Helena School. Ensuring all practice is compliant and maximises the student outcomes. Including, BTEC, NCFE and OCR National Frameworks.
- Present a range of data to a range of stakeholders that accurately reports the attainment and progress of students.
- Ensure effectively planned intervention secures improvement in students' attainment and progress.
- Ensure that provision provided by external partners provides value for money and meets the needs of students.
- Ensure that parents are actively involved in their child's education and opportunities are provided for them to contribute to the school.
- Ensure a safe working and learning environment through application of appropriate risk assessments and adherence to current Health & Safety regulations.

Professional Development

- Keep up to date with current research in school improvement.
- Lead professional development activities, as appropriate, to update and develop the skills of colleagues.
- Participate in performance management in accordance with school policy.

Teaching Duties

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Contribute to the development, implementation and evaluation of the school's policies practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure coordinated outcomes.
- Supervise and so far as practicable, teach any pupils where the person timetables to take the class is not available to do so.

Safeguarding

Fulfil personal responsibilities, and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals,
- Take responsibility as the designated professional lead for Safeguarding,
- Operating safe recruitment practices,
- Ensuring appropriate supervision and support for staff, including undertaking induction, safeguarding training and review practice.
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/ or COO and will be reviewed annually.