The Assistant Headteacher will support the Headteacher and Deputy Headteacher in the following:

* Be a member of SLT and take responsibility for specific aspects of leadership across the school**.**
* To embed the school values into the day-to-day life.
* To secure and support outstanding pupil behaviour, conduct and discipline.
* Lead on the development, organisation and implementation of the academy’s curriculum.
* Lead on the development, organisation and implementation of the academy’s English curriculum
* Play a key role under the overall direction of the Head Teacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school.
* Having a strategic overview of the broader curriculum and English throughout the school.
* Encourage an ethos of innovation, excellence, reflection and aspiration for all.
* To promote an atmosphere where hard work, effort and achievement is praised whenever possible.
* Ensure, through training days, research, wide reading and discussion with relevant colleagues, an up-to-date knowledge of issues related to the broader curriculum and English.
* Report findings, as appropriate, to the Governing body and SLT.
* Participate in monitoring the quality of learning and teaching, behaviour and safeguarding through lesson observations, learning walks, induction and training of new staff and analysis of relevant data.
* Be informed of learning and teaching developments, locally and nationally, in order to ensure that all staff respond to and benefit from, changes and opportunities.

**The Assistant Headteacher will contribute to the leadership and management of the school through:**

* Participating in the recruitment and development of teaching and non-teaching staff of the school.
* Outstanding performance management practice by ensuring positive staff participation, effective communication and procedures.
* The provision of professional advice and support and the identification of training needs.
* Sustaining and improving the quality of education offered to pupils in the school.
* Sharing responsibility in the school’s development and to contribute to the planning and direction of the school.
* Promoting and safeguarding the welfare of all pupils in the school
* Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Being aware of, support and ensure equal opportunities for all.
* Acting as a “critical friend” and provide effective professional challenge and support to the senior leadership team.

**People, Relationships and Communications:**

* Be a role model to middle leaders, the wider staff and students, setting an example to others.
* Be able to relate to all pupils in a positive and constructive way and inspire them to achieve more than they think possible.
* Possess integrity, optimism, credibility, resilience and calmness.
* Possess excellent written and verbal communication skills.
* To work with external agencies and professionals where necessary to ensure the social, emotional and mental well-being of children is supported across the whole school.

**Conditions of Employment**

* The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment.
* To be subject to all relevant statutory requirements as detailed in the most recent School Teachers’ Pay and Conditions.
* Attention is also drawn to the requirements for planning, preparation and assessment time under which all teachers at a school with timetabled teaching commitments have a contractual entitlement to guaranteed PPA time within the timetabled teaching day.
* Any other duties as directed by the Head Teacher.