



# Associate Assistant Head: Staff Development - Job Description

## L4-7

### Core Purpose:

- To provide whole school leadership as part of the school's senior leadership team, contributing to school self-evaluation and delivering aspects of the school development plan, appropriate to the role
- Take specific responsibility and accountability for leadership of:
  - the quality of teaching and learning across the Altus School
  - ECT programme
  - Initial Teacher Training, including the support for any school staff completing their QTS
- As SLT Lead, support operational leadership of an identified centre, line managing and appraising with the centre manager to ensure the smooth and orderly running of that centre.
- Assist in the smooth running of the school at all times as part of the school senior leadership team
- Line manage and appraise identified curriculum leaders across the school
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document

### Key responsibilities include:

- To have strategic responsibility for monitoring and evaluating the quality of teaching and learning across the school, identifying whole school and individual training needs, implementing support programmes as needed
- With other senior leaders, to support the planning of the curriculum so that it is coherent, consistent with strategic intent and supports students to make progress.
- To work with the Director and Deputy Director to develop and oversee a comprehensive CPD programme that is meaningful for all school staff
- To support trainee or Early Career Teachers, acting as the mentor, liaising with external providers to ensure successful completion of the required standards.
- Provide strategic leadership to curriculum leads, facilitating professional networks both in and out of school
- Teach, dependent upon the needs of the school

### Key duties

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context

- Make sure school improvement strategies are effectively implemented
- Provide analysis of outcomes for children and young people, ensuring assessment data is accurately used across all centres.
- Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Work with the governing board as appropriate
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs
- Maintain good order among pupils, managing behaviour effectively to ensure a good and safe learning environment through effective implementation of the Relationships & Behaviour Policy.
- Undertaking any other duties which are relevant to the post as requested by the Director or other senior leader.
- Promote the welfare of children and young people and at all times ensure safeguarding policies and procedures are followed.

### **Special Conditions**

- This position is subject to an enhanced DBS check and you will be asked to apply for a disclosure certificate if you are offered the position.