

MATRIX ACADEMY TRUST
Job Description – Assistant Headteacher (Secondary)

Salary:	Leadership Scale
Reports to:	Headteacher
Liaising with:	Leadership Team, Directors of Learning
Core Purpose	<ul style="list-style-type: none"> • The Assistant Headteacher will hold formal leadership responsibility for one or more key areas of whole school improvement. • A successful teacher with current responsibility as a pastoral or faculty leader or a Lead Practitioner who will develop high achieving teams and managers for the future needs of the school and its learners. • Influence and facilitate school strategy through their line management of teams, in their own areas of responsibility and in their day to day execution of the role. • They will have the ability to think and do it, not just talk it.
Key Responsibilities (As Directed by Headteacher)	<ul style="list-style-type: none"> • You will also be required to undertake a range of operational and strategic responsibilities • Actual and specific responsibilities will be negotiated and agreed following appointment in order to take account of an individual's expertise, experience and interest (and the needs of the school).
Shaping The Future	<ul style="list-style-type: none"> • Support the Headteacher in establishing a vision for the future development of the school within the Multi Academy Trust • Contribute to and communicate the school's shared vision • Contribute to the identification of key areas of strength in the school as well as those to develop • Set an excellent example for other colleagues, working to a high standard in implementing policies, priorities and expectations • Promote a culture of team work in which the views of all members of the school community are valued and taken into account • Support an ethos which aims for 100% success with "no child left behind"
Leading Achievement	<p>The Assistant Headteacher will be an outstanding practitioner who will:</p> <ul style="list-style-type: none"> • Share responsibility for the analysis of the school's performance and progress data, to ensure that improvements and interventions are appropriate • Provide support for staff in improving their classroom practice • Promote the active involvement of pupils in their own learning

	<ul style="list-style-type: none"> • Ensure that all achievement targets are appropriate and aspirational • Lead and support strategies to promote the very highest standards of behaviour • Contribute to the development of a broad, rich, exciting and challenging curriculum that is aspirational and meets the needs of pupils across the school • Promote the use of modern technologies to enhance and extend pupils' learning • Monitor and evaluate classroom practice • Challenge underperformance at all levels, securing corrective action, follow up and support • Be able to provide ideas and strategy for developing Most Able pupils • To provide remote teaching where required.
Developing Self and Others	<p>The Assistant Headteacher will be reflective, collaborative and:</p> <ul style="list-style-type: none"> • Be a role model for the whole school community, setting high professional standards in all aspects of the role • Treat people fairly, equitably and with dignity and respect • Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals • Manage own workload and that of others to allow for an appropriate work /life balance • Will set personal targets and take responsibility for their own personal development • Set high expectations of your own performance and that of others • Acknowledge the responsibilities and celebrate the achievements of individuals and teams. • Engage in relevant professional development as appropriate
Managing	<p>The Assistant Headteacher will be an excellent manager who will:</p> <ul style="list-style-type: none"> • Produce and implement clear evidence-based improvement plans and policies to develop the school • Liaise with the Parent Advisory Forum/Trustees as appropriate • Take responsibility for the appraisal of identified staff • Ensure resources are used effectively and efficiently so that the school demonstrates value for money
Securing Accountability	<p>The Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Ensure that staff are appropriately held to account and that pupil progress is not hampered by inadequate provision

<p>Strengthening Community</p>	<ul style="list-style-type: none"> • Present a coherent and accurate account of performance to a range of stakeholders • Ensure monitoring systems are followed • Support staff in understanding their own accountability • Develop a shared ethos around corporate responsibility for outcomes <p>The Assistant Headteacher will appreciate the value of a strong community and be able to:</p> <ul style="list-style-type: none"> • Promote equal opportunities and challenge all forms of prejudice • Develop and sustain effective partnerships with parents / carers • Embrace and celebrate diversity in all forms through a variety of curricular and learning opportunities • Liaise with other agencies where appropriate • Ensure that communication between school and home is effective
<p>Safeguarding</p>	<p>The Assistant Headteacher will be fully committed to the safeguarding and promoting of the welfare of children, young people and vulnerable adults in every regard.</p>
<p>Additional Duties:</p>	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Any other duties as directed by the Headteacher

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, as specified by School Teachers Pay and Conditions Document not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

MATRIX ACADEMY TRUST
Person Specification – Assistant Headteacher

Factors	Essential or desirable	Measured by A – application S - selection metho I - interview
Qualifications		
Qualified Teacher Status	E	A
Relevant degree in subject area or related area	E	A
Further professional development in leadership area, e.g. curriculum pastoral	D	A
Ability to teach ages 11-16	E	A/I
Ability to teach Post 16 (for schools with Sixth Form)	D	A/I
Relevant NPQ e.g. NPQSL	D	A
Leadership		
Be accountable for their areas of responsibility.	E	A/S/I
Take collective responsibility for managing behaviour, even if it is not their specific responsibility.	E	A/S/I
Take a proactive role in supporting the headteacher in realising their vision, identifying and driving whole school priorities and improvement actions.	E	A/S/I
Ability to plan and deliver plans which will secure stronger pupil outcomes and deliver. Strong knowledge of what makes for successful implementation and how to pre-empt and overcome barriers.	E	A/S/I
Know when to take a step back and be strategic	E	A/S/I
Ability to lead and manage the staff for who they are directly responsible, so everyone performs to their best, taking decisive action when underperformance dips.	E	A/S/I
Develop those they line manage so that they are always 'growing the next layer'.	E	A/S/I
Collaborate with leaders from across their school and other trust schools.	E	A/S/I
Take responsibility for identifying their development needs and ways to address these.	E	A/S/I
Abilities		
Ability to create a learning environment that allows pupils to focus on learning.	E	A/S
Ability to clearly instruct pupils, checking prior knowledge, imparting new knowledge and thoroughly checking they have 'got it' before moving on.	E	A/S
Has up to date subject knowledge.	E	A/S/I
Has to date subject pedagogical knowledge (how to teach their subject).	E	A/S/I
Ability to identify misconceptions, unpick them and then teach pupils so they have a better understanding.	E	A/S
Can motivate pupils by having them maintain a high success rate.	E	A/S

Ability to assess pupils accurately, use this information to adapt their planning and guide pupils to improve their understanding.	E	A/S/I
Ability to reflect on their teaching and precisely identify how they can make their teaching even better.	E	I
Know the legal requirements, policies and guidance on safeguarding.	E	I
A track record of strong pupil outcomes.	E	A
Practical Skills, Personal Qualities and Behavioural Attributes		
Excellent communication, planning, organisational, listening and time management skills.	E	A/S/I
Commitment to regular and on-going professional development and training to sustain and improve all aspects of school life.	E	A/I
Support the headteacher in recruiting and retaining the best talent, including identifying workload efficiencies.	E	A/S/I
Collaborate with practitioners from their school – and beyond – to design and implement an ambitious, well sequenced and well resourced curriculum.	E	A/I
Work effectively alone and as a part of a team.	E	A/I
Develop positive relationships and act as a role model to staff and students.	E	A/S/I
Resilience, motivation and commitment to driving up standards of achievement.	E	A/S/I
Uphold all teacher standards, including abiding by relevant legislation and following policies and procedures of the school/trust.	E	A/S/I