



ASSISTANT HEAD ACADEMIC

Job Description

The Assistant Head of Canbury School will assist the Head to lead, motivate and inspire students, staff, parents and the wider community, to ensure every student reaches their potential.

Together with the Head, the Senior Leadership Team and Governors, you will be responsible for establishing and implementing the vision and direction for Canbury School and ensuring that Canbury School's ethos and values are deeply embedded and visible.

The responsibilities of the role are as detailed below:

Educational leadership and Management

- Be a member of the Senior Leadership Team.
- Advise the Head on the latest initiatives in education and give guidance on the curriculum direction of the school.
- Overseeing and working closely with the School SENDCo
- Leading the subject staff in ensuring that the quality of teaching and learning throughout the school provides high quality education for all students.
- With the Head, plan the timetable and staffing, ensuring good value for money and that national guidelines are adhered to.
- Developing a shared expectation of outstanding teaching and learning.
- Lead on the production of schemes of work and holding subject staff to account.
- Oversee the work of the Exams' Officer.
- Creating and supporting an aspirational and innovative culture of learning in the school;
- Creating a climate for learning and a system of monitoring and intervention that enables all students to thrive;
- Setting high educational standards in the school in line with the abilities of the students;
- Ensuring that teachers complete robust assessments of student achievement and progress;
- Assisting with the design and implementation of the curriculum and the broader student experience;
- Ensuring the welfare and safety of all students from all groups, including their **safeguarding**.

- Creating a culture where individual progress across the school is thoroughly evaluated and appropriate interventions put in place.

Strategic leadership and management

- Assisting the Head and Senior Leadership Team in defining and delivering the vision and objectives of the School Development Plan as agreed with the Governors;
- Assisting the Head in leading the school in partnership with the Governors and members of the Senior Leadership Team in the school;
- Developing and maintaining the values of Canbury;
- Contributing professionally to the broader Canbury School learning agenda.
- Monitoring appropriate data to provide information on school performance for the Senior Leadership Team and Governors;
- Oversee the construction and implementation of a timetable which meets the needs of students and staff.
- Manage the options process to maximise student choice.
- In conjunction with subject staff manage the needs of those students who do not fit readily into the curriculum in order to ensure that they achieve exam success in line with expectations indicated by prior attainment.
- Oversee tracking and intervention systems to ensure good progress is made by students and the school academic targets are met.
- Manage student data to ensure that all staff have easy access to relevant student information in order to set realistic and accurate targets.
- Lead on the production of results data and the process of holding subject staff to account.
- Manage the reporting to parents' process.
- Manage all school trips, agree their contribution to the curriculum and sign all trips packs giving permission for them to take place.
- Manage the careers process and work experience programme.

People leadership and management

- Assisting the Head and the Bursar on all staffing issues, including the appointment and development of staff;
- Ensuring a culture of working together to achieve high standards throughout the school;
- Working with the SENCO, ensure that support staff are deployed effectively so that the full curriculum can be delivered and students receive personalised support.
- Assisting the Head in managing performance and ensuring that staff receive appropriate support and guidance in order to achieve high standards;
- Creating a climate of reflective practice and professional development that enables all members of staff to flourish and achieve their very best;
- Promoting equality and fairness for all staff;
- Taking responsibility for one's own professional development as Assistant Head;

Financial and business management

- Implementing key school policies and strategies;

- Assisting the Head and the Bursar in ensuring that efficient administrative systems are implemented and managed;
- Assisting the Head and The Bursar to co-ordinate the school inspection process

Links with community and business

- Developing strong and effective partnerships with parents, Local Authorities and other Schools;
- Developing a thriving sense of school community to include present and past students and parents;
- Creating proactive, entrepreneurial and effective links with the community including, for example, with business, other local schools and with local community organisations;
- Making a strategic contribution to the development of the school;
- Developing strong and effective partnerships with local colleges and other post school settings.

Reporting

- The Assistant Head of Canbury School reports to the Head and Governors.
- The Assistant Head will participate in an annual review as part of the agreed appraisal process.

Assistant Head Person Specification

Education and training

Educational and professional qualifications appropriate for the role of Assistant Head of the school.

Evidence of professional development across career to date.

Experience

Leading and managing staff.

Demonstrable success in leading and managing change.

A proven track record of creating a rich learning environment through creating a strong climate for learning;

A proven track record of achievement in raising standards through, for example, using target setting, data analysis and curriculum innovation to improve and monitor performance;

Experience in leading and developing colleagues and effective teams.

Knowledge, skills and understanding

The ability to create and implement effective management systems in which roles, responsibilities and accountabilities are clearly articulated;

An understanding of the importance of research in developing approaches to learning and curriculum design and the ability to put this into practice;

A thorough understanding of school markets, the analysis required to develop those and the skills to implement successful marketing strategies.

Personal qualities

Clarity of vision with the ability to communicate it in a compelling and engaging way;
An adaptable leadership style which encourages leadership from others and celebrates success;
Determination and resilience;
Sensitivity and wisdom in managing relationships with students, parents and staff;
The ability to develop excellent relationships with young people and adults;
High level interpersonal and communication skills with the capacity to influence at all levels;
High expectations of student achievement, conduct and behaviour;
A commitment to collaborative working, both within the school and the wider community;
Openness, sense of humour, energy and enthusiasm.