



## **Ribbon Academy Trust Job Description**

**Title of Post:** Assistant Head Teacher (Upper School) with responsibility for Standards and Achievement in Years 5 to 6 including Year 7 transition (with curriculum developments/enhancements as a specialism)

**Salary Scale:** Leadership 5 - 9

**Purpose of Job:**

- To assist and support the Head teacher and Deputy Head teacher in the day to day running of the Academy;
- Lead by example and express continually the Academy vision and values, aims and priorities;
- Act as a positive role model and as an ambassador promoting the image, reputation and ethos of the Academy;
- Contribute to management decisions on all aspects of policy, strategy, development and organisation;
- Assist in providing professional leadership and management, leading to securing success and improvements for the Academy, ensuring high quality education and personalised learning for all our pupils and high standards and achievement in all areas of our work;
- Have a responsibility for leading Year 5 and 6, including transition to Year 7.
- Champion inclusivity and diversity throughout the school;
- Build meaningful relationships with a range of local, regional and national partners.
- Support the Curriculum Development Plan - ensuring a cohesive and ambitious programme for all pupils across the school;
- Identify and implement curricular enhancements, both in and outside of school;
- Demonstrate confidence in teaching the National Curriculum throughout the school with a commitment to high expectations within every year group;
- Model continuously good or outstanding teaching to support the development of others;
- Take a leading role in the process of Self-Evaluation and Academy Improvement planning;
- Implement and drive the Ribbon Academy ethos and vision through leading an outstanding Curriculum for all
- Monitor the whole school curriculum ensuring that all subjects are being taught to a high standard;
- Develop the 'vocabulary entitlement' that develops the knowledge of all Curriculum learning;
- Evidence outstanding teaching practice with a passion to help all young people to be the best that they can be.
- Show personal drive, determination and the ability to form effective working relationships that are conducive to a productive and positive atmosphere with all stakeholders.
- Be a solution focused, self-motivated and determined leader who is proactive and believes that education has the power to transform children's lives
- Evaluate the effectiveness of the Academy in terms of provision, including pupil achievement, attainment, teaching and learning and safety;
- Provide guidance and support to members of staff to achieve the highest levels of teaching;
- Be part of the leadership team and assist Trustees in formulating an appropriate curriculum for the Academy, so that all pupils are given a broad, balanced curriculum that reflects the Academy's ethos;
- Ensure that the necessary curriculum and timetabling is in place across Academy in accordance with the agreed Academy policies;
- Liaise with the AHT (with responsibility for Early Years, Lower School & Inclusion) to ensure appropriate continuity/progression in curriculum provision;
- Ensure robust procedures are in place for tracking, monitoring and assessing progress across Upper Academy (Years 5 > 6);
- Be rigorous in challenging poor performance in any Academy area.

The Assistant Head teacher is required to carry out the duties of an Academy teacher as set out in the latest School Teachers Pay and Conditions document, and any particular duties that the Head teacher may reasonably direct from time to time.

### **Key Professional Duties**

- Be a member of the Senior Leadership Team and make significant contribution to the strategic development and direction for the Academy, taking into account diversity, values and the wider local and national agendas and experience of the Academy community at large.
- Take responsibility of leading in the wider curriculum, to create and develop a curriculum that inspires children and empowers them to become high achieving, and independent learners;
- Support and develop key practice to build children's learning power and resilience;
- Establish a clear vision and high expectations within the team, lead target setting and ensure that the targets reflect the aspirations of the Academy and contribute effectively to the whole Academy targets;
- Communicate the former point to the Head teacher in termly progress meetings.

### **Leading Learning and Teaching**

To be a model of excellent practice and to provide effective learning and teaching to enable pupils and colleagues to become effective, enthusiastic, independent learners, committed to life-long learning. This will involve setting high expectations so that all pupils achieve their maximum potential. In addition, you would be expected to have a coaching/mentoring role in respect of other members of staff.

- Lead activities related to the development of quality first teaching along with the Leadership Team;
- Support and challenge key practitioners to develop pedagogy and ensure the highest standards of teaching and learning practice throughout Academy;
- Ensure a consistent and relentless Academy-wide focus on raising pupils' achievement and progress;
- Contribute to culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
- Use data and benchmarks to monitor progress in every child's learning/key groups and focus teaching;
- Monitor and evaluate the quality of teaching, standards of learning and achievement of pupils across the Academy with the Leadership Team;
- Be familiar with the principles of Inclusion and the SEND Code of Practice and identification, assessment and support of pupil with special educational needs in line with the role of a class teacher.

### **Developing Self and Working with Others**

To work with the Head teacher and Deputy Head teacher, and with others, including all stakeholders, to build a professional learning community which enables others to achieve.

- Treat people fairly, equitably, with dignity and respect to create and maintain a positive Academy culture;
- Share leadership strategies, build teams and work co-operatively within and outside the Academy to achieve the Academy's goals and objectives;
- Assist in the development and maintenance of effective strategies and procedures for staff induction, professional development and appraisals;
- Lead CPD meetings and INSET through the provision of high quality professional development, such as coaching, or drawing on other sources of expertise, such as the local authority;
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities;
- Acknowledge and celebrate the responsibilities and achievements of individuals and teams;
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory;
- Regularly review own practice, set personal targets and take responsibility for personal development;
- Manage own workload and that of others within the Academy to endure an appropriate work/life balance;
- To take responsibility for your own professional development and keep up-to-date with recent developments in education.

### **Managing the Organisation**

To work with the Headteacher and Deputy Headteacher in providing effective organisation and management for Ribbon Academy and to lead and seek ways of improving organisational structures and functions. To ensure that the Academy staff and resources within it are well organised and managed, to provide an efficient and effective safe learning environment.

You will:

- Be a member of and support other members of the Senior Leadership Team;
- Assist the Head teacher and Deputy Head teacher in the development of an Academy ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Work with the Headteacher to provide information, objective advice and support to the Board of Trustees to enable it to meet its responsibilities for securing effective teaching and learning and standards;
- Contribute to the development, implementation and evaluation of Academy policies;
- Support in the recruitment and deployment of staff in order to maximise their impact on progress;

- Assist in the management and organisation of the Academy environment to ensure that it meets the needs of the curriculum and health and safety regulations.

### **Securing Accountability**

With an Academy ethos at the heart of leadership, the Assistant Head teacher at Ribbon Academy will support the Head teacher's professional responsibility to the whole Academy community.

- Take a lead an active and evaluative role in Academy self-evaluation;
- Play the role of a Performance Management Team Leader;
- Assist the Headteacher and Deputy Headteacher in building an Academy culture and curriculum that takes account of the richness and diversity of the Academy's community, creating and promoting positive strategies for developing good relationships and respect within the Academy's diverse community;
- Create and maintain an effective partnership with parents to support and improve pupils achievement and personal development;
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to review and evaluations through implementation of a successful appraisals process providing suitable levels of challenge and support;
- Play a lead role in the implementation, monitoring and review of key strategies to raise standards;
- Implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils through data analysis;
- Monitor classroom practice throughout the Academy and report to the Head teacher;
- Play a role in ensuring the Academy complies with all relevant legislation, including data protection, health and safety, equal opportunities, safeguarding and the SEND Code of Practice.

### **Strengthening Community Involvement**

- Work in collaboration with the Leadership Team to engage with the Academy community, thus modelling the principles of equity and entitlement;
- Create a climate which expects all staff to develop and maintain positive attitudes towards parent and community links, and confidence in fostering those relationships.

### **Management**

- Support the DHT with curriculum planning, ensuring that the wider curriculum meets the needs and interests of all pupils and provides opportunities for reading, writing, communication and mathematics to be developed effectively;
- Monitor the quality of provision and pupils' progress across school by undertaking regular analysis of pupil progress information, scrutiny of pupils' work, review of teachers' planning and observation of the quality of teaching and learning;
- Contribute to the Academy's monitoring processes by providing regular reports on pupils' progress towards their targets, the quality of provision across school, progress against action plans and the impact of actions taken as a result of previous monitoring;
- Lead on key areas of Academy improvement in the School Improvement Plan;
- Ensure that the learning environment reflects the Academy's ethos of high expectations and the physical environment supports children's learning, including the deployment and use of resources, particularly IT alongside the DHT;
- Establish high expectations for pupils' behaviour and provide good pastoral support, by implementing the Academy's behaviour management systems consistently and monitoring behaviour within the year. In particular, undertake responsibility for safeguarding and promoting the welfare of pupils in the year group;
- Undertake Performance Management reviews for designated teachers/teaching support staff, in line with Academy procedures;
- Where applicable, undertake responsibility for statutory assessment.

### **Conditions of employment**

The post holder is required to support and encourage the Academy's ethos and its objectives, policies and procedures as agreed by the Board of Trustees.

Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. S/he shall be subject to all relevant statutory and institutional requirements. The post holder may be required to perform any other reasonable tasks after consultation, and under the direction of the Headteacher.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be constructed. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

All staff will participate in the Academy's Performance Management Cycle.

Staff Member\_\_\_\_\_

Date\_\_\_\_\_

Headteacher\_\_\_\_\_

Date\_\_\_\_\_