

## Job Description and Person Specification

### Assistant Head - Culture for Learning

<b>Job Title:</b>	Assistant Head - Culture for Learning
<b>Reporting to:</b>	Deputy Head - Quality of Education, Head of School - Secondary, Head Teacher
<b>Reporting Lines:</b>	Cover Manager
<b>Salary:</b>	GH Leadership Scale L10 - 14

#### **Purpose of the post**

To play a key role in the leadership and management of the school with particular reference to specified aspects of the school's Strategic Plan as determined by the Head Teacher.

Assist the Head Teacher and Heads of School in translating the vision for the school into agreed objectives and operational plans, in line with the school's planning cycles, and take lead responsibility for the following aspects:

- To develop a culture of continued learning and development across the school in all stakeholders.
- Ensure high quality teaching and learning through evidence-based research and technologies.
- The development of a strong continual professional development programme from ECTs and new staff, to support staff, experienced teachers, and Senior Leaders.
- Ensure that the Performance Management Review process is clear, transparent and drives high standards of performance and outcomes across the whole school.
- Lead the performance and accountability programme to ensure that ongoing monitoring and evaluation of teaching and learning improves progress and outcomes of students across the school.
- Lead a culture of care and wellbeing, which results in optimal conditions for learning.

#### **Key areas**

In carrying out their duties, the Assistant Head - Culture for Learning shall consult, when appropriate: the Head Teacher, members of the Senior Leadership Team, the Governing Board, specific staff teams, the community, parents and carers.

- Work towards and support the school's vision and school objectives outlined in the School Development Plan
- To drive school improvement and accountability for high performance against key performance indicators.
- To lead the Performance Management Review process for all staff across the school.
- To take the lead in the development of outstanding pedagogy, ensuring teaching is research and evidence based in the transformation of teaching and learning and provide suitable leadership and interpretation to the Senior Leadership Team and staff across the school.

- Develop a culture for learning in all stakeholders.
- Determine the training needs of all staff within the school and plan and co-ordinate development for all staff.
- Oversee the school's Continual Professional Development programme.
- Ensure teachers are creating personalised pathways for learning to meet the needs of all students within the school alongside the Assistant Head - Director of Inclusion.
- Promote innovation and lead in the use of e-learning to enhance learning and teaching throughout the curriculum.
- Maximise students' learning and experiences through the use of new technologies.
- Ensure that entrepreneurship and social entrepreneurship are used for innovation and student experiences.
- Design, engage and evaluate efficient Performance Management arrangements for all staff within the school alongside the HR Director.
- Alongside the Head of School and Deputy Head - Quality of Education, oversee and lead the school's performance and accountability programme.
- Have oversight of the school's induction arrangements for Early Career Teachers, Supply Teachers and others new to the school.
- Work within the school's Equality Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Model best practice in Teaching and Learning to all colleagues and ensure excellence in Teaching and Learning across the school.
- Oversee the school's environmental education, action and sustainability in working with the school's Director of Finance and Administration and the Student Leadership team.
- Promote the development of our Aspire values within and beyond the curriculum.
- Prepare reports connected to the areas of responsibility, reporting directly to Governors when required.
- Develop a teaching and learning team and communities, aimed at raising the quality of teaching and learning across phases and subjects.
- Support in the monitoring of the quality of teaching and student achievement including lesson observations and the evaluation of performance data.
- Develop links with parents, other schools, educational institutions, and the wider community, including business and industry in order to enhance teaching and learning and students' personal development.
- Deliver a Learning to Learn programme across the school including GCSE intervention/revision support.
- Alongside the HR Director, oversee the school's approach to staff wellbeing and workload.

#### **Other duties:**

To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace.

#### **To have line management responsibility involving:**

- Line manage the Cover Manager and oversee the Teaching and Learning Team across faculties.
- Ensuring the implementation of policies.
- Working closely in a solution focussed coaching role with the staff being line managed in planning for and implementing improvement.

**Along with the Senior Leadership Team, to take responsibility for:**

- The strategic direction and development for the school.
- Supporting with duties and learning walks.
- Developing middle leaders to ensure effective leadership across the school.
- Assisting in the preparation and review of policy documents, leading, in this regard, on areas of responsibility.
- Ensuring parents are kept well informed about the school curriculum, its targets, student attainment and their part in the process of improvement.
- Attendance at school events as agreed as part of an SLT.
- Leading staff by example, being highly visible and promoting good order throughout the school.
- Assisting in the appointment of staff consistent with the Gildredge House vision, values and 'Safer Recruitment Procedure'.
- Taking assemblies as required.
- Regularly reviewing own practice, setting personal targets, and taking responsibility for own continue professional development.
- Sharing Gildredge House's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies.
- Ensuring that all duties and services provided are in accordance with school policies and procedures in line with the staff code of conduct/professional expectations.
- Being a key part of the life of the Gildredge House community, to support both the Gildredge House values, mission, and vision and encouraging students and staff to follow this example.

**Personal Qualities, Attributes and Qualifications:**

This position requires the following personal qualities and attributes:

- They should be excellent leaders, working to improve standards at whole school level.
- They are excellent leaders of students, commanding respect and being a positive presence around the school. At the heart of their work should be to build self-esteem, imbue moral values and motivate students to do their best.
- They are highly organised and operating efficiently and effectively in all areas of their work.
- They are excellent communicators with a high degree of emotional intelligence.
- They are energisers, demonstrating a positive mental attitude around the school and in all areas of their work.
- They have the ability to demonstrate academic ambition for all students with a genuine passion and belief in the potential of every student.
- They are able to work autonomously and be proactive in all areas of responsibility.
- They have the determination to improve standards and outcomes.
- They have high ethical standards.
- They have strong interpersonal, written, and oral communication skills.
- They have the motivation to improve standards and achieve excellence.
- They have the ability to demonstrate honesty and integrity.
- They have the ability to work collaboratively with fellow Senior Leaders and all colleagues across the school.
- They have the ability to communicate effectively, professionally and in a friendly manner with staff, students, parents, and external agencies.

- They are an ambassador for the school in dealing with external persons, and to be an admired and respected member of the team by internal staff and students.
- They enjoy helping others and are able to resolve any issues in a professional, calm and measured manner.
- They are highly motivated and to have a flexible approach towards work and working hours.

**Qualification Criteria:**

- Qualified to teach and work in the UK.
- A strong academic track record to degree level and above.
- Hold Qualified Teacher Status (QTS).
- Evidence of ongoing Continuous Professional Development.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Head Teacher or the Governing Board to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors.

## Person Specification - Assistant Head - Culture for Learning

### Skills Required

Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.	Essential
Ability to work effectively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others.	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.	Essential
Strong analytical and problem solving skills, combined with a proactive and positive approach to change management.	Essential
Effective and energetic in instigating and implementing change.	Essential
Able to see through complex strategies from concept to conclusion.	Essential
Able to maintain a high work rate and to juggle a range of tasks and issues at the same time.	Essential
High level of classroom teaching skills	Essential
Excellent written and spoken English	Essential
Sufficient numeracy to interpret statistical data, and manage budgets	Essential

### Knowledge Base

An awareness of recent important national educational developments.	Essential
A clear understanding of recent developments in teaching and learning.	Essential
Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation.	Essential

### Qualifications/Attainment

A well-qualified graduate with Qualified Teaching Status (QTS).	Essential
Postgraduate or educational leadership qualification such as NPQSL.	Desirable

## Experience

Successful teaching experience across the age range 11 - 16, with a track record of consistently enabling students to achieve high standards.	Essential
Substantial and successful experience of pastoral/curriculum leadership and management, likely to have been gained as Head of Department, Head of Year/Key Stage Co-ordinator, or an equivalent senior role.	Essential
Some experience of strategic planning or of curriculum evaluation.	Desirable
Some experience of pastoral care and student management, for example, as Form Tutor	Desirable

## Attitude/approach

A sensitivity to the needs of young people	Essential
Personal integrity, honesty, energy, stamina, enthusiasm, resilience and creativity	Essential
A willingness to give generously of their time to support school events and activities.	Essential
Commitment to personal development and lifelong learning	Essential
Ability to enthuse young people	Essential
Enthusiasm for promotion of the school	Essential
Tact and diplomacy	Essential
Approachable and helpful attitude towards colleagues	Essential
A person who is able to command respect from students	Essential
Commitment to challenge underperformance and develop strategies and interventions to support colleagues and students	Essential
Commitment to an 'all-through-school' approach to learning	Essential
Optimistic, with a positive work ethic	Essential
High level of personal drive –relentless in approach, completer finisher, works at pace	Essential
Commitment to Equality Diversity and Inclusion in the curriculum	Essential

<p><b>Behaviours and expectations:</b></p> <p>All staff members are expected to adhere to and promote professional standards including the school’s code of conduct and values.</p>	
<p><b>General:</b></p> <p>The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Head Teacher and develop and promote high standards of professional conduct across the whole school.</p> <p>You will be expected to carry out your duties in line with Gildredge House policies, procedures, and relevant legislation.</p> <p>You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support the school and your own professional development.</p> <p>As part of your wider duties and responsibilities you will be required to promote and actively support the school’s responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable.</p> <p>The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may next exclude candidates from appointment but will be considered as part of the recruitment process.</p>	