



JOB DESCRIPTION

- Job Title:** Assistant Head Teacher
- Scale:** L9 – L13
- Job Location:** Academy within the Ascent Academies Trust
- Responsible to:** Head of Academy
- Job Purpose:** To support improvements in Personal Development, Behaviour and Welfare (PDBW) within the named Academy. To lead on all aspects of Social Moral, Spiritual and Cultural (SMSC) education within the Academy.

Teaching Commitment: 40%

MAIN DUTIES AND RESPONSIBILITIES

General

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Documents relating to the Conditions of Employment
2. To be responsible for the quality of Personal Development, Behaviour and Welfare across the academy and to contribute to raising standards of Personal Development, Behaviour and Welfare across the Trust.
3. To meet the National Standards for Teachers
4. To achieve annual performance criteria, objectives and targets agreed with or set by the Head of Academy in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.

Specific

1. To support the strategic direction and leadership for all Personal Development, Behaviour and Welfare outcomes for pupils.
2. Maintain a commitment and partnerships among pupils, staff and parents to the academy's mission in partnership with the Head of Academy.
3. To support the development and the delivery of relevant aspects of the Academy Improvement Plan. To contribute to the review & evaluation of PDBW and SMSC within the named academy and across the Trust.
4. To lead on SMSC across the academy ensuring an innovative and creative approach.

5. To ensure quality outcomes for all pupils within the academy and across the Trust in relation to a key area of responsibility.
6. To lead in the development of Individual Education Plans leading directly from Education Health and Care Plans within the academy.
7. Contribute to the academy self-evaluation through rigorous monitoring and review of PDBW and participate fully in the Performance Management process, holding teachers to account and where necessary manage under-performance.
8. To contribute to the SEN Board, providing clear information, analysis and evaluation.
9. To develop, inspire and motivate effective teams in order to raise standards across the academy.
10. To manage attendance at the academy, ensuring that it is well managed and there are effective measures in place to meet the academy attendance target.
11. To lead the safeguarding and behaviour team ensuring that their actions have a positive impact on pupil outcomes.
12. To lead on all aspects of Personal Development, Behaviour and Welfare across the academy, engaging with parents and families (especially those who are hard to reach)
13. To ensure that staff and pupils are aware of key aspects of the curriculum in terms of radicalisation and Prevent, LGTB (Lesbian, Gay, Transgender, Bisexual) agenda, equality, FGM (Female Genital Mutilation) and child exploitation, and online safety as appropriate.
14. To develop and implement relevant policies in this area e.g. behaviour policy, healthy schools, Food for Life, Student well-being etc.
15. Ensure equality of opportunity for all.
16. To carry out duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
17. To comply with health and safety policy and systems, report any incidents/ accidents/ hazards and take pro-active approach to health and safety matters in order to protect both yourselves and others.
18. These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Executive Head Teacher or Trust may determine from time to time.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies including the No

Smoking Policy. The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: Board of Trustees

Date: March 2016