

**ASSISTANT HEAD TEACHER (Lead in English and Communications)**

**JOB DESCRIPTION**

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| **Position:** | **Assistant Head Teacher (AHT)** |
| **Reporting to**: | **The Governing Body/Headteacher** |
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| **Main Purpose:** | To provide professional leadership and management as a |

member of the Senior Leadership Team. The Assistant Headteacher (Lead in Communications) will have responsibilities for the management of English and Modern Foreign Languages (MFL). The AHT will work with the Headteacher and Deputy Headteacher to promote improvement, ensuring high quality education for all its students and continuous improvement in standards of learning, achievement, conduct and discipline. The AHT will have an appropriate teaching commitment.

**Strategic responsibilities**

# 1. Support the strategic direction and development of the Academy

1.1 Provide inspiring and purposeful leadership for the staff and students.

1.2 Work in partnership with the Governing Body, staff and parents to generate the ethos and values which will underpin the school’s continual improvement.

1.3 Make significant contribution to the School Development Plan in order to secure continuous school improvement.

1.4 Monitor and evaluate the performance of the Academy and respond and report to the governing body.

1.5 Attend at relevant Governors Committee meetings preparing reports and providing relevant information.

1.6 Assist in the task of ensuring that management, finances, organisation and administration of the school support its vision and aims.

1.7 Implement the Academy’s policies and practices, ensuring that they take account of national, local and school requirements.

1.8 Monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.

1.9 Ensure that all those involved in the Academy are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.

1.10 Ensure that the Academy eliminates discrimination, advances equality of opportunity, and fosters good relations between different people when carrying out its activities**.**

1.11 Ensure the school’s compliance with relevant Health and Safety legislation and to advise staff as appropriate.

1.12 Develop good working partnerships with our feeder schools.

1.13 Daily duty promoting positive behaviour and discipline.

1.14 Conduct a full assembly every two weeks with the aim of raising aspirations and academic success across the school.

# Academic Achievement

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The Assistant Headteacher (Lead in Communications) is responsible for providing leadership in overseeing and coordinating the academic achievement of every student across the Keys Stages in their area. Ensure that the teaching throughout the Faculty is of the highest standard. Maintain relevant records and inform the Headteacher, Deputy Headteacher, Heads of Year and Form Tutors when necessary. All matters must be dealt with promptly and professionally.

**2.**

2.1 Provide professional leadership to a large team of teachers and support staff in the delivery of English and MFL from KS3 to KS5 and support whole school literacy.

2.2 Develop innovative, approaches to the teaching within the subject to ensure appropriate access and achievement for all students.

2.3 Manage the resources of the faculty within the limits of the delated budget and in accordance with the school’s financial procedures.

2.4 Ensure the appropriate performance management arrangements are in place and maintained in the department and that a robust programme of professional development is designed and maintained (this to include provision for support staff)

2.5 Monitor progress towards the achievement of student targets and regularly analyse student attainment data, to ensure effective inclusive practice.

2.6 Meet with students to setup/monitor action plans and ensuring students know how to meet their targets.

2.7 Provide mentoring support for under-achieving students as appropriate, based on individual need and intervention strategies employed.

2.8 Track student progress within the faculty and address any issues of under achievement with students/parents and classroom teachers.

2.9 Ensure planning of lessons and Schemes of Learning are regularly reviewed and provide a model for excellence across the school.

2.10 Lead all aspects of the curriculum within the faculty to maximise student progress.

2.11 Track progress regularly through lesson observations and work scrutiny.

2.12 Support class teachers in the provision of learning opportunities matched to students’ individual needs and to work alongside them, in order to build student achievement and to model good practice.

2.13 Manage and maintain necessary records to enable analysis and tracking of disadvantaged and vulnerable groups.

2.14 Contribute significantly to the school’s planning (both short and long term) and provide leadership to whole school developments, as required

2.15 Be a visible presence in the school at the start, during and the end of day, communicating with parents, welcoming children to the school and ensuring their safety and well-being.

2.16 Undertake any professional duty of the Headteacher which may be delegated, including deputising in their absence.

2.17 Be a vital channel of communication to the Headteacher optimising the flow of information.

# 3. Efficient and effective deployment of staff and resources

3.1 Work with governors and senior colleagues to recruit and retain staff of the highest quality.

3.2 Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.

3.3 Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.

3.4 Monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve student’ achievements, ensure efficiency and secure value for money.

3.5 Ensure all staff recognise that they are accountable for the success of the Academy.

3.6 Ensure that parents/carers and students are well informed about the contribution they can make in supporting their child’s learning and achieving the Academy’s targets for improvement.

3.7 To undertake any other duties and responsibilities commensurate with the job role and remuneration for this post as required by the Governing Body.

# 6. Safeguarding Children & Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment

**The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions.**