

Job Description for Assistant Headteacher (Behaviour & Personal Development)
City Academy Whitehawk

Job title	Assistant Headteacher
Accountable to	Headteacher
Purpose	<ul style="list-style-type: none"> Proactively contribute to the excellent leadership team at City Academy Whitehawk (CAW) Model a consistently aspirational approach, ensuring 'Highest Expectations for All' Embody the vision and ethos of CAW, its Local Academy Board (LAB) and Aurora Academies Trust Hold responsibility for Personal Development and Behaviour and Attitudes Manage resources to ensure the best outcomes Promote and secure engagement and involvement with staff, parents and community To monitor and evaluate progress towards school targets and lead on action to drive continuous school improvement. The Assistant Headteacher will have delegated responsibilities which are both schoolwide and of considerable weight. This will be in addition to carrying out the professional duties of a teacher.
Salary range	L1 – L5 (reviewed annually)
Effective date	From 1 st Sept 2025

Key areas of responsibility

Strategic leadership and development	<ul style="list-style-type: none"> Provide strategic leadership that constructively evaluates and then drives forwards our high standards for 'Behaviour and Attitudes' and 'Personal Development'. Contribute to the strategic leadership that secures the continuation of our improvements for 'Quality of Education', acting as a role model for all staff. Involve and develop others in the leadership of CAW to embed a distributive approach. Collaborate with other Aurora Academies to pursue and attain shared goals. To provide professional leadership and management of School Improvement Plan priorities as directed by the Headteacher.
Safeguarding	<ul style="list-style-type: none"> Ensure that CAW complies with all national and local safeguarding requirements. To work with the Headteacher, Deputy Head and Senior Leadership Team in ensuring that these requirements are rigorously implemented by all staff.

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Leading provision	<ul style="list-style-type: none"> • Keep abreast of recent developments regarding Personal Development and Behaviour and Attitudes and adopt and disseminate these according to school needs. • Complete a Behaviour Report each half term to track behaviour data that will be well used to identify trends and help shape a pre-emptive approach to managing behaviour. • Work closely with families to ensure behaviour expectations are well understood and adhered to community-wide. • Refine and sustain an ethos and structure for managing behaviour which ensures that pupils are independent and self-regulating, working closely with those responsible for the management of pastoral care and pupil welfare. • Maintain effective assessment, recording and reporting systems; both internally and externally.
Leading people	<ul style="list-style-type: none"> • Set the tone; act as a role model and create, maintain and sustain effective and professional working relationships with all staff, including consultation with professional associations as appropriate. • Elicit high performance from all colleagues through rigorous, supportive line management processes. • Embed an ethos of high expectation and aspiration which results in staff setting and modelling challenge and expectation through teaching and interaction with pupils and guardians. • Ensure that the professional development programme meets both whole school and individual needs, skillfully selecting whether to coach, mentor or direct. • Challenge all under-performance through the use of transparent and fair protocols.
HR & Operations	<p>To ensure the best-possible running of the school:</p> <ul style="list-style-type: none"> • Design the timetable for learning time. • Ensure that the school environment is used to its maximum potential and timetabled effectively. • To ensure that staff absence has the smallest possible impact on pupil achievement. • Act as point of contact with colleagues calling in with absence notifications or updates. • Organise the best-possible cover for colleagues managing the impact on the timetable.
Developing Self and Working with Others	<ul style="list-style-type: none"> • Work with the Headteacher to build a professional learning community which enables others to achieve. • Support staff in achieving high standards through effective continuing professional development. • Be committed to your own professional development. • Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture • Build a collaborative learning culture within the school • Actively engage with other schools in the Trust and other school partnerships to build effective learning communities • Acknowledge the responsibilities and celebrate the achievements of individuals and teams • Develop and maintain a culture of high expectations for self and others • Regularly review own practice, and set personal targets.

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Teaching	<p>It is envisaged that this will be a non-class based post – however there will be an expectation that the successful candidate may teach some lessons if necessary. It is expected that the teacher standards are met:</p> <ul style="list-style-type: none"> • Carry out the duties of a school teacher as set out in the Pay and Conditions Document 2016 and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers at City Academy Whitehawk. • To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children. • Uphold the school's principles and policies which underpin good practice and the raising of standards. • Develop areas of provision that impact positively on learning and teaching across the school through both independent work and professional relationships with others. • Take an active role in the School Self Evaluation process. • Actively undertake continuous professional development by keeping abreast of the latest developments and thinking, coaching and mentoring, and self-evaluation and peer review. • Be an ambassador for our commitment to promoting inclusion, ensuring all reasonable adjustments are established and sustained.
Accountability	<ul style="list-style-type: none"> • Work collaboratively with the LAB, its sub-committees and with Trustees, as appropriate, to enable them to fulfill their monitoring, statutory and wider responsibilities. • Work effectively and collaboratively with external partners and stakeholders to achieve mutually agreed objectives. • Ensure that parents and carers are well informed about all aspects of CAW and, in particular, about 'Personal Development' and 'Behaviour and Attitudes' and targets for further improvement.
Strengthening community	<ul style="list-style-type: none"> • Demonstrate sustained determination to ensure and encourage good relations between CAW and its families. • Demonstrate sustained determination to ensure and encourage good relations between CAW and the wider community, working closely with our Welfare Manager and Attendance Officer. • Collaborate with families and with other agencies to ensure that CAW meets the wider needs of its pupils, staff and the local community. • Ensure that CAW works closely with other AAT academies and with Pansophic and other schools locally, nationally and internationally, and with appropriate external agencies. • Develop CAW as an asset for the local community, in line with AAT's vision.
Equality	<ul style="list-style-type: none"> • Ensure that CAW reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens. • Work closely with our Enrichment Team to ensure prominence of all 'profile raising' events pertaining to Equality. • Actively challenge and address discrimination.
<p>Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points.</p>	
Notes	
<p>This job description is not exhaustive and may be changed at any time to meet the changing</p>	

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requirements of City Academy Whitehawk and Aurora Academies Trust. This job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties, save for the following point:

In terms of teaching, it is envisaged that this will be a non-teaching post – however this will be subject to the ongoing needs and business requirements of the school.

Signed on Behalf of:		
	Name	Signature
City Academy Whitehawk		
Assistant Headteacher		

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Person Specification for Deputy Head Teacher at City Academy Whitehawk				
<i>In addition to the below, it is expected that all aspects of the Teachers' Standards are fully met.</i>				
Aspect	Requirement	Essential	Desirable	Assessment
Qualification	Qualified teacher status	x		Application Form
	NPQML, NPQSL or NPQH		x	
	Further relevant professional studies		x	
Experience	Senior Leadership experience		x	
	Evidence of a track record of individual teaching success	x		
	Leadership in staff professional development		x	
	Leadership in pastoral/pupil personal development	x		
	Successful experience of performance management of other staff		x	
	Track record in working with, and impacting on, parental engagement	x		
	Successful partnership working with other schools and/or academies, external agencies and stakeholders		x	
	Experience of teaching and leading effectively in more than one school		x	
	Experience of Ofsted processes		x	
	Experience in the management of nursery provision		x	
	Experience of working in a Read Write Inc. school		x	
Knowledge & understanding	Understanding and application of school improvement principles	x		Application Form
	Thorough knowledge and understanding of national priorities and current developments	x		
	Thorough knowledge and understanding of the Ofsted Framework and its implications for school standards	x		
	Knowledge and understanding of the principles and practices of performance management of all staff	x		Supporting Statement
	In depth knowledge of best practice with regards to 'Quality of Education'.	x		Interview
	In depth knowledge of the national curriculum and early years curriculum	x		
	Understanding of issues related to schools in challenging or vulnerable contexts	x		

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Abilities & skills	Ability to plan strategically and to monitor, evaluate and review nominated aspects of CAW's systems and processes	x		Application Form Supporting Statement Interview
	Ability to lead, motivate, develop and inspire staff and encourage pupil and parental engagement	x		
	Ability to analyse and evaluate performance data in order to set aspirational and challenging targets	x		
	The ability to use technology to ensure all written communication reflects our best practice and the skill to ensure that it is of the highest quality aesthetic standard	x		
	Ability to work effectively as part of the school team and with governors, trustees, pupils, guardians/carers, stakeholders and partners within, and beyond, the education sector	x		
	Ability to sustain the ethos and refine the structures for managing behaviour, enabling pupils to become independent and self-regulating		x	
Accountability	Willingness to learn from others and to both seek and take advice	x		Application Form Supporting Statement Interview
	Excellent self-awareness and ability to manage self	x		
	Excellent interpersonal skills	x		
	Ability to secure the commitment of all stakeholders to the vision and ideas of CAW	x		
	Ability to think strategically, creatively and to prioritise	x		
	Excellent communication (written, oral and presentation skills)	x		
	Ability to proactively engage with a range of external partners and networks		x	
Equality	Demonstrate knowledge and understanding of equality issues and legislation (both provision and outcomes)	x		Application Form Supporting Statement Interview
	Demonstrable commitment to equality of opportunity and inclusive education	x		
	Experience of organising collaborative partnerships with other service providers to meet the needs of individuals and groups of pupils		x	
	Ability to integrate equality policies into action		x	

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Safeguarding	Knowledge of local and national safeguarding requirements	x		Application Form
	Evidence of having complied with statutory obligations in order to achieve highly effective safeguarding	x		Supporting Statement
Other requirements	Commitment to forming and sustaining a close working relationship with the Headteacher, rooted in mutual respect and trust.	x		Interview
	To maintain a sense of perspective and good humour	x		Application Form
	To enjoy working in a challenging environment	x		Supporting Statement
	Resilience, the ability to work under pressure and to meet deadlines	x		Interview
<p>City Academy Whitehawk and Aurora Academies Trust are committed to safeguarding and promoting the welfare of its pupils and expect all employees and volunteers to share this commitment. This post is subject to an enhanced DBS check and background identity checks.</p>				