

JOB DESCRIPTION

Assistant Headteacher- Secondary Phase Focus	
Purpose	<ul style="list-style-type: none"> • Direct line management of allocated subject areas/phase/year leaders, ensuring the highest standards of teaching, learning and achievement is secured. • To lead in the monitoring, evaluation and review of standards, provision and pastoral care within the allocated area • To play a leading and highly visible role in the day-to-day management of the faculty, ensuring both the pastoral and academic success of all students across the school. • To lead on the staffing and organisation of innovation days in designated subject areas, monitoring, evaluating and reviewing outcomes in terms of student progress. • To oversee the strategic management of data, assessment and target setting (including reporting achievement data to governors and external bodies as required), working with the Deputy Headteacher and Headteacher to set challenging and aspirational targets within designated leadership areas. • To establish successful raising achievement plans and intervention programmes for students within designated area of responsibility • To establish, within designated areas of responsibility, a range of successful intervention programmes to close the gap, with particular focus on specific groups of students, to include SEN, EAL and G&T. • To ensure that every member of your team within your designated area, has a bespoke teaching and learning programme which ensures that good or outstanding lessons can be consistently delivered. • To oversee the successful implementation of the TGS way within area of responsibility, including within Head of House remit <p>Annual, whole School responsibilities will be set by the Headteacher depending on the needs of The Gatwick School and strengths of the school leadership team. These responsibilities will be set out within The Gatwick School Handbook.</p>
Reporting To	Deputy Headteacher
Liaising With	Headteacher, Head of Secondary, Head of Primary, Deputy Headteachers, Assistant Headteachers, Lead Practitioners, Head of Subject and Parents
Disclosure Level	Enhanced DBS
Main/Core Duties	
Operational/Strategic Planning	<ul style="list-style-type: none"> • To collaborate as a member of the School Leadership Group in order to build and realise the shared vision of excellence and high standards for all students. • To play a major role in determining future strategy for The Gatwick School. • To provide the Governing Body with relevant and accurate information a) relating to their area of responsibilities performance and development • To support and participate in the work of the Aurora Academies Trust including undertaking some tasks off-site for Trust Schools as agreed. • To contribute actively towards the formulation of all School policies and procedures and ensuring their consistent implementation throughout The Gatwick School. • Agreeing challenging subject targets, including student achievement targets, ensuring rigorous monitoring, evaluation and review of progress towards these through learning subject and whole School improvement plans. • Ensuring high quality teaching and learning in line managed areas, following The Gatwick School policy for self-evaluation and review. • To manage delegated budgets effectively. • To attend School leadership meetings as appropriate. • To engage in the process of appointing new staff including the interview process. • To participate in duties lunch/break/before and after school. • To lead and contribute to assemblies. • To share the management of student disciplinary incidents, making recommendations regarding exclusions and facilitating the process of student re-integration. • To actively participate in the monitoring, evaluation and review of teaching and learning in line managed subject areas. Managing any capability or disciplinary procedures in line with School policy, where appropriate.

General Expectations

- To ensure the provision of a broad and balanced curriculum for all students.
- Undertake whole School duties as outlined in School leadership responsibilities that are set out by the Headteacher each year.
- Monitor and support the overall progress and development of students as a teacher.
- To engage actively in the performance review process, addressing appraisal targets set by the line manager each autumn term.
- To promote equal opportunities and celebrate diversity in all aspects of The Gatwick School.
- To play a full part in the life of The Gatwick School community, to support its distinctive aim and ethos and: encourage staff/students/parents to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively The Gatwick School's corporate policies.
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the School's Dress Code.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To assist in the development of appropriate syllabuses, resources, schemes of learning, marking policies and teaching strategies in the curriculum area and subject area.
- To contribute to the curriculum area and subject area's Improvement Plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole Trust's planning activities.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in Trust and elsewhere.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.

Other Specific Duties

- To continue personal development as agreed at appraisal.
- To collaborate as a member of the Senior Leadership Team
- To attend Leadership Team meetings and participate in duties and whole school assemblies.
- To engage actively in the performance appraisal review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To play a full part in the life of The Gatwick Schools community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support The Gatwick School in meeting its legal requirements for worship.
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the School's Dress Code.

*The above set of duties/responsibilities should be read in conjunction with the School Leadership Team's responsibilities, set out in the staff handbook each year. This is not an exhaustive list and any other duties directed by the Headteacher which are reasonable and in line with STPCB should be completed.

Signature: _____

Date: _____

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status. • Honours degree or equivalent • Clear knowledge and understanding of current educational issues. 	<ul style="list-style-type: none"> • Higher education qualification (E.g. MA, NPQSL, NPQH). • Knowledge and understanding of both Primary and Secondary learning.
Experience	<ul style="list-style-type: none"> • Minimum of four years teaching experience, minimum of two at subject or year leadership level. • Substantial and recent teaching experience at KS4. • Proven success in raising achievement as a subject or year leader. • Experience of leading, supporting and managing others, both individuals and teams, ensuring high quality performance. • Successful experience in implementation of monitoring, evaluation and review process to improve the quality of teaching and learning. • Some successful experience of leading on cross subject initiatives that have contributed to raising achievement. Experience of embedding innovative strategies for Assessment for Learning and Learning to Learn. 	<ul style="list-style-type: none"> • Experience as a successful middle leader. • Successful leadership, management, review and evaluation of a whole school initiative. • Experience of working with external agencies such as CAMHS.
Leadership	<ul style="list-style-type: none"> • The ability to motivate and inspire staff and students. • The ability to make sound judgments based on objective criteria. • Ability to manage the process of change effectively and thereby deliver major projects through to a successful outcome by continuously reviewing and evaluating progress. • The ability to bring plans to fruition. • Ability to analyse and interpret student data and set challenging targets. • The ability to communicate calmly and negotiate solutions in complex and often difficult situations, with parents, students and the local community. • Proven ability to identify and implement strategies to raise standards of Teaching and Learning. • Ability to lead and manage own work effectively and take responsibility for own professional development. • Excellent communication and presentation skills. 	

	<ul style="list-style-type: none"> • Ability to participate in and promote performance and exhibition of students' work as an integral part of School life. • Ability to carry out the job description. • Excellent time management skills and the ability to prioritise and meet deadlines under pressure. • Ability to enhance performance by motivating and developing staff, successful use of team building techniques, support of ECTs and inducting staff with new responsibilities. 	
Personal Qualities	<ul style="list-style-type: none"> • Proactive and positive. • Enthusiasm for and commitment to the achievement of The Gatwick School's overall vision. • Willingness to work hard. • Creative approaches to enhancing the learning environment. • Record of excellent attendance and punctuality. • Enthusiastic and Exceptional teacher, with a proven track record of excellent results in public examinations. • Flexible, adaptable, results orientated and able to prioritise, resilient under pressure. • Awareness of and commitment to equal opportunities and valuing diversity. • To command and demand respect from the school community. • A commitment to "personalising learning" for all students in The Gatwick School. 	<ul style="list-style-type: none"> • The aspirations, talent and enthusiasm to become a Headteacher.