

## Marish Academy Trust Job Description 2024

Contractual Details				
<b>Post Title:</b>	Assistant Headteacher with KS1 responsibility (70% teaching responsibility class based at either Marish or Willow Primary Schools)			
<b>Responsible to:</b>	One of the DHTs, the Headteacher and the Executive Headteacher			
<b>Contract type:</b>	Permanent	Fixed Term □ 1 year initially. If targets are met will be made permanent after the first year	Full time □	Part time
<b>Salary:</b>	Leadership scale 1-6			
<b>Contractual Hours:</b>	As per teacher's terms and conditions			
<b>Line Management Responsibilities</b>	Performance management and line management of teams and team leaders			

Job purpose
<p>In addition to all the usual responsibilities/expectations of a class teacher and team leader, you will be required to lead a major aspect of school development work linked to KS1 provision; with the aim of ensuring this is increasingly personalised for every child and outcomes improve in all areas towards outstanding. You will also be expected to evaluate and evidence the impact of the ongoing improvements, you lead on.</p> <p>Additionally, you will be expected to:</p> <ul style="list-style-type: none"> <li>• Support the Head teacher and senior leadership team in promoting and developing a vision for the future of the Trust: demonstrating inspirational leadership and creativity in your chosen areas of specialism and /or expertise, as well as a teacher and team leader more generally.</li> <li>• Promote a shared vision, leadership, direction and inspiration for the Trust, so that your immediate team and other teams contribute fully to each pupil's educational development socially, spiritually, morally, culturally, intellectually and physically.</li> <li>• To be a member of the Trust wide Leadership team and contribute to the strategic development and direction of the schools, the curriculum and the Academy Trust.</li> <li>• Play an increasing role in the school and curriculum self-evaluation and development planning processes; identifying key areas of strength and development based on evidence from day to day knowledge and practice as well as from the outcomes for children.</li> <li>• Exemplify the application of agreed policies and practices, priorities and expectations, to set an excellent example to other colleagues.</li> <li>• To be accountable to the Headteacher and the leadership team for standards, curriculum development and school improvement and other statutory requirements</li> <li>• Lead by example - with integrity, creativity, resilience, and clarity - drawing on upon your own scholarship, expertise and skills, and that of other colleagues, in order to motivate others and to create a shared culture and positive climate.</li> <li>• Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous personal professional development.</li> <li>• Inspire and influence others - within and beyond the school community - to believe in the fundamental importance of education to improve young people's lives and to promote the value of education.</li> </ul> <p>Finally, the post holder will maintain a positive, professional and approachable demeanour towards all stakeholders and will proactively support the Trust community in achieving the best possible outcomes.</p>

## Post Holder's Responsibilities

- To have responsibility under the direction of the Headteacher and deputies – for the leadership and management of the schools and to begin to contribute towards the strategic leadership and management of the Academy Trust
- Within the context of the senior leadership team, contribute to the Academy Trust aims, policies and practices, including those in relation to Performance management, school evaluation, safeguarding, attendance, behaviour, discipline bullying, and race equality
- With the support of the senior leadership team, work towards ensuring the schools and Academy Trust comply with all relevant legislation including health and safety, equal opportunities, safeguarding etc
- To maintain good and outstanding classroom practice and use this to help others improve their practice as well, holding all staff to account for their professional conduct and practice.
- Be prepared to co-ordinate and implement a major aspect of improvement work linked to KS1 across the Trust and lead CPD meetings, INSET and leadership training.
- To contribute to the strategic plan and annual Aspire Plan for the Trust specifically taking responsibility for writing this for the area you are responsible for trust wide, under guidance of Executive Headteacher. Secondly to monitor and evaluate your impact against the success criteria and use this to identify future priorities for development or adaptations to the plan during the course of a year.
- To help create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- To begin to identify emerging talents, supporting and mentoring current and aspiring leaders
- To support the implementation of strategic, outcome and curriculum-led financial planning to ensure effective use of budgets and resources, advising the leadership team of priorities within in your areas, for expenditure, including training priorities.
- To allocate deploy and maintain resources with maximum efficiency to meet the objectives of the curriculum and Academy Trust and ensure value for money
- To maintain effective communication with Governors, ensuring they are well informed about plans, policies and priorities
- To take responsibility for your own professional development and an increasing amount of responsibility for the development of others in your team.
- Begin to make spontaneous efforts keep up to date with recent developments in education
- To appraise members of staff as per the performance management policy
- To undertake any other duty reasonably assigned by the Headteacher from time to time

A teacher should carry out professional duties in accordance with and subject to conditions of employment as set out in School Teachers' Pay and Conditions Document.

You will be required to lead a major aspect of school development work linked to KS1, as well as exhibiting all of the skills and attributes, listed in the Person Specification attached.

**NOTE This job description will be reviewed annually and may be amended at any time after consultation with you. Leadership responsibilities are subject to change depending on the trust or schools needs and priorities.**