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Job Description

Job Title:	Associate Deputy Head of Lower School
Reports to:	Assistant Principal Deputy Head of Lower School
Responsible for:	Teaching Staff
Salary range:	L4 – L8
Contract:	Full Time, Term Time – September Start (Open to Flexible start)

Main purpose of the role:	<p>Associate Deputy Head for Lower School is responsible for working alongside the Deputy Head of Lower School and The Vice Principal Head of Lower School to deliver an exceptional standard of education for children in the Nursery to Year 4. They will sustain and improve the quality of education and care offered to Lower School pupils in the Academy through promoting the highest possible standards of education, equality of opportunity, and an environment which is conducive to excellence in learning and teaching.</p> <p>The post holder contributes towards the Academy mission; to make sure that all children, regardless of their background, receive a great education that led to real choices in life.</p> <p>The Associate Deputy Head for Lower School will work alongside the Lower School SLT to cultivate and develop self-review of the Lower School provision so as to ensure excellent standards of learning, progress and pastoral care.</p>
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Main duties:	<p>The post-holder will be responsible for:</p> <ol style="list-style-type: none"> 1. Developing an excellent Lower School provision. 2. Supporting the Vice Principal and Deputy in creating a nurturing environment in which all pupils can flourish and feel safe. 3. Leading on aspects of the design, creation and management of the Lower School curriculum and timetable. 4. Taking shared special responsibility to ensure an appropriate curriculum is delivered, monitored and evaluated which is fit for purpose for all pupils regardless of starting points. 5. Working to ensure the effective timetabling of curriculum. 6. Take a lead role in managing pupil behaviour across school and additionally by consistently modelling and implementing the agreed policy for pupil behaviour. 7. Maintaining a teaching responsibility on a 50% timetable in a Primary Year Group. 8. Demonstrating consistent application of all school policies and providing an exemplar model of the application of policies in your practice where appropriate. 9. Research and lead creative and imaginative ways of anticipating and solving problems and identifying opportunities that will enhance the quality of education across the school. 10. Demonstrate a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning 11. Provide a visible presence on a day-to-day basis and at school events, create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development. 12. Take a lead role in the pastoral care of all staff by supporting the Vice Principal and Deputy to develop positive working relationships and sustain motivation, with and between all staff. 13. Undertaking any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the principal. 14. Deputies for the Lower School Deputy. <p><u>Key Areas of Work</u></p> <p>Strategic Leadership</p> <ul style="list-style-type: none"> • The post holder will be expected to: • Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all • Promote and celebrate the Christian ethos of the Academy in accordance with its aims and curriculum policies. • Lead staff by example, being highly visible and promoting good order throughout the Academy. • To ensure effective communication within the Academy community. • Take assemblies as required. • Take responsibility for personal professional development.
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	Learning and Teaching The post holder will be expected to: <ul style="list-style-type: none"> • Raise standards of pupils' attainment and achievement by providing exceptional teaching and supporting colleagues in developing their practice. • Oversee the co-ordination of the identification of the individual needs of pupils and that provision is made through appropriate differentiation and liaison with the SENDCo. • Be responsible for the tracking of pupil progress, ensuring effective interventions take place where needed, with staff and pupils, in the curriculum area and to assess the impact of the interventions. To actively participate in the sharing of assessment/tracking information with other staff and faculties.	
	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Hold a Good Honours Degree or Equivalent and recognise teaching qualifications (e.g., PGCE). • Evidence of Continuing Professional Development relevant for the role. 	
Experience	<ul style="list-style-type: none"> • Proven strong, effective leadership and people management skills. • Experience of developing the teaching of others through mentoring and coaching. • Experience of supporting pupils of differing abilities and backgrounds. • A strong awareness of whole School and wider educational issues and current developments. 	<ul style="list-style-type: none"> • Experience in a middle/senior leadership role within similar setting. • A proven track record in leading, challenging and supporting staff in raising standards or sustaining very high standards. • Have successfully used strategies to improve pupil achievement.

Skills	<ul style="list-style-type: none"> • Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals. • Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil progress, and training and guidance for staff. • Creative and innovative. • Excellent facilitation and presentation skills suitable up to and including senior managers. • Data and IT literate with good IT skills. • Demonstrate influencing and negotiation skills - to influence School strategy and policy, secure sufficient internal resources, and secure the necessary support from external agencies.
	<ul style="list-style-type: none"> • Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload. • Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils and parents. • Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies and interventions.
Qualities	<ul style="list-style-type: none"> • Able to confidently liaise with senior colleagues including in formal settings. • Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures. • Personal and professional authority and resilience. • Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture. • Empathetic, tactful and diplomatic. • Solution focused, working collaboratively and collegially with colleagues and stakeholders. • Excellent inter-personal skills. • A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.