



# Hartsdown Academy

## **Assistant Headteacher with responsibility for standards in Open element and vocational subjects Job Description and Person Specification**

**As a school it is our vocation, moral obligation and delight to provide the best possible education for each student.**

### **All staff will:**

- play a full part in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example.
- fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated safeguarding lead)
- model Hartsdown Academy values to parents and students
- be positive, dynamic and challenging in all aspects of work
- foster the school's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- share direct accountability for the establishment of Hartsdown Academy as an outstanding school
- take responsibility for their own learning and development
- develop the skills and talents of other members of the community
- ensure their own well-being and that of others by establishing an appropriate balance between life and work
- play an active part in the life of the school and its community
- develop social cohesion and positive links with the whole of our local community
- adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
- agree annual performance targets, with a view to own continuous improvement
- undertake any other duties that may reasonably be required by the Headteacher.

This job description should be read in conjunction with General Duties and Responsibilities of a professional school teacher as contained in the Schoolteachers' Pay and Conditions Document.

## General Description

Alongside the Headteacher, Deputy Headteachers and Governors, the Assistant Headteacher will play a central role in maintaining and developing a safe, open and vibrant learning community.

As a member of the Senior Leadership Team, the post-holder assumes cabinet responsibility across the whole school and is expected to exercise that responsibility as required.

## Specific Responsibilities

- Responsible to the Headteacher as a full member of the Senior Leadership Team:
  - Lead progress of Open element and vocational subjects
    - Work with team to:
      - Ensure immediate and sustainable improvements in Open element progress
      - Ensure teaching and learning is of the highest quality in these subjects
      - Provide regular and targeted information to SLT and staff on Open element and vocational subjects
  - Line manage Heads of Department in the Open element and vocational subjects
    - Quality assure line-managees' performance regarding whole-school priorities
    - Hold staff to account and remove any barriers that are preventing excellent performance
    - Support staff to develop professionally throughout their careers
  - Lead and develop the Open element and vocational curriculum
    - Always be up-to-date with the national agenda and latest developments in the Open element and vocational subjects
    - Help to create an innovative curriculum that ensures the subjects delivered offer breadth and depth, while enabling students to make maximum academic progress
    - Quality assure the provision in these vocational subjects so that they maintain their practical and vocational aspects
    - all subjects in this area of the curriculum to offer vocational learning experiences such as external visitors, speakers, visits, trips etc.
  - To model and promote the values of the school by being an exemplar of outstanding practice and professional standards
  - To innovate and lead on aspects of the school's future development

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level. Senior Leaders are appointed as a member of the senior leadership team and 'briefs' will change to fit the needs of the school.

September 2021

## Person Specification

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

## Qualifications/Training

Essential	Desirable
<ol style="list-style-type: none"><li>1. Graduate level education</li><li>2. Qualified Teaching Status</li><li>3. Departmental Leadership in a relevant area</li></ol>	<ol style="list-style-type: none"><li>a) Senior leadership experience</li></ol>

## Experience

Essential	Desirable
<ol style="list-style-type: none"><li>1. Significant experience of improving progress across a subject or groups of subjects</li><li>2. Experience of line managing and leading middle leaders/heads of department to raise standards</li><li>3. In-depth, current knowledge of effective pedagogy and coaching</li><li>4. Experience of the national landscape in terms of vocational subjects and those in the Open element</li></ol>	<ol style="list-style-type: none"><li>a) Evidence of personal impact on raising standards for children</li><li>b) Proven track record of improving student progress across a department or a range of departments</li></ol>

## Knowledge, Skills and Abilities

<ol style="list-style-type: none"><li>1. Knowledge and understanding of effective strategies for raising the attainment of students</li><li>2. Highly developed communication and presentation skills applicable to a wide range of groups.</li><li>3. Ability to lead developments in academic excellence as a line manager to a teaching department</li><li>4. Ability to think and work creatively and flexibly whilst working with close attention to detail and under pressure to meet deadlines.</li></ol>	<ol style="list-style-type: none"><li>a) Strategic understanding of current and future developments in national education policy</li><li>b) Evidence of contributions to long term strategic planning.</li><li>c) Excellent knowledge of the challenges involved in developing support for children</li></ol>
--	---