

Assistant Head Teacher

Head of Key Stage 4

Leadership Scale range

11-16

Appointment date: **September 2024**

# You will support Woodfield School in developing and sustaining a culture of pride in achievement and progress with high expectations, subscribing to the school vision of ‘Creating a Community of Lifelong Learners’.

# You shall play a major role under the overall direction of the Headteacher and Deputy Head teacher responsible for KS4 in:

* formulating the aims and objectives of the school.
* establishing the policies through which they are to be achieved.
* managing staff and resources.
* monitoring progress towards student achievement.
* Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching and leadership.
* To have due regard to all safeguarding and child protection policies and procedures and to advise staff teams and individuals in accordance as necessary.
* To support the development of pupil voice.

The Assistant Head Key Stage 4 Lead role purpose.

* + To secure good or better progress for the pupils in their phase or subject
	+ To organise suitable pupil groupings and the staffing thereof
	+ To develop and implement the curriculum.
	+ To manage and develop their staff teams.

By effectively:

* + Monitoring the data and evidence about their area of responsibility to ensure continual pupil progress.
	+ developing a suitable action plan to ensure issues are fully addressed which reflects school improvement priorities.
	+ planning lessons jointly with colleagues who require support to improve their teaching.
	+ teaching alongside colleagues and provide coaching to develop and share the best practice.
	+ organising and managing team meetings
	+ participating in developing policy for consideration by the senior team

# Job Role

* Be accountable for monitoring the academic progress and holistic development of pupils in KS4.
* Drive the standards, curriculum, and strategic development of KS4 in line with the School Development Plan.
* Deliver continuous improvement by the monitoring of teaching and learning.
* Lead and develop accreditation pathways for all pupils working with the Deputy Head to ensure continuity and progression and monitor the examination entries process.
* Promote and be an integral part of the coaching culture throughout the school.
* Lead and support on the development of staff in the school
* Lead on training across the school
* Remain abreast of the needs of individual pupils through communication with parents and relevant professionals.
* As a part of the SLT, be responsible for line management, policy review and reporting to Governors and external agencies.
* Modelling good practice
* Supporting teachers and support staff, ensuring that they are able to carry out their roles effectively and are accountable for the decisions within their remit.
* Model and share excellence in teaching
* Organise cover for the Key Stage in partnership with SLT colleagues.

**KEY ACCOUNTABILITIES**

The post holder will report directly to the Deputy Head for KS4&5

The post holder will lead on and be accountable for the responsibilities outlined above as well as other duties that may be determined by the Headteacher of Woodfield School.

## Main Duties

**Phase Lead KS4**

* Lead and line manage the team of tutors in years 10 - 11 to foster the development of pupils holistically ensuring PLPs and EHCPs are reviewed, relevant outcomes are identified and communicated to parents/carers.
* Provide support to teachers and other key staff in managing challenging behaviour, attendance issues and progress of pupils in KS4, closing gaps and reaching aspirational targets.
* Develop the curriculum of KS4 in line with Ofsted requirements, the school development plan and vision of the school.
* Keep up to date and inform teams about curriculum development pertinent to KS4, educational practice, and assessment.
* Lead on moderation of Childrens’ assessment and progress at Key Stage 4 and in partnership with other Key Stage Leaders
* Liaise closely with the transdisciplinary team regarding interventions.
* Liaise with partners in other settings, provisions, and agencies for KS4 pupils.
* Maintain close working relationships with KS4 Families
* Ensure the development of appropriate accredited courses for all pupils in KS4 with consultation with the Head of KS5
* Support in the development of appropriate KS4 Curriculums in partnership and collaboratively with other Leaders.
* Develop and maintain Work Experience and Life skills opportunities for KS4 pupils.
* Liaise and work in partnership with other leads across the trust.

**Accreditation lead responsibilities**

* Develop accreditation pathways for all pupils in KS4.
* Work closely with KS3 & KS5 leads to ensure continuity and progression of pathways.
* Lead and develop the effectiveness of examinations and accreditation for all pupils, managing the exam admin office and the accountability to exam boards.
* Evaluate the effectiveness of pathways and report to Governors.
* Lead training and disseminate information for staff on the requirements for all accreditations.

**Transitions**

* To work closely with the careers advisor to monitor and advise on appropriate transition placements and timings.
* To work with colleges and providers to have the knowledge of differing settings and offers.
* To attend and chair all transition reviews.
* To work with and support pupils and their families in the transition process.
* To monitor destinations and highlight possible difficulties of placements for certain pupils.

**Management responsibilities**

* Direct management of staff
* Lead and support the implementation of new initiatives to raise the standard of teaching and learning throughout the Key stages.
* Play a key role in reporting and evaluating the strategically set targets and deliverables for identified subjects throughout the school.
* Problem solving and ensuring that staff and pupils are supervised safely and effectively.
* Support teachers and support staff by resolving issues which arise in the key stage.
* Inform line manager if there are any issues which cannot be resolved, e.g., if there is a serious concern relating to a member of staff.
* Supervise staff as appropriate.
* Quality assures educational visits and events
* Chair, Person Centred Reviews / Education, Health and Care plan meetings/Annual Review meetings for key stage pupils as required.
* Working within an agreed budget.
* Deputy SENCo – working with the Deputy Headteacher to fulfil SENCo responsibilities.
* Lead and develop Maths and Numeracy across the school in conjunction with Head of Maths

**SLT ethos and duties**

* Provide behaviour support to pupils in the school in line with whole school policy.
* Be on duty as part of SLT during unstructured times of the day keeping a high profile at all times.
* Monitor the effective implementation of all whole school policies.
* Be an ambassador of Woodfield School as an effective team member able to represent the values and the vision.

# CONDITIONS OF WORK

The post holder's salary will be on the leadership scale L11-16.

The post holder will be required to participate in the school’s performance management cycle.

# As an Assistant Headteacher, you will be expected to fulfil the professional duties of

# a teacher (as set out in the generic Classroom Teacher Pay and Conditions

# document and the Teacher Standards document)

**WORK ENVIRONMENT**

Due to the nature of the school, there are certain, slightly enhanced risks associated with the post including:

* Infection.
* Pupil behaviour & incidents including aggression.

There may be some lone working.

The post holder will be subject to multiple demands and conflicting priorities on a very frequent basis.

There may be a need to work across partner schools.