

St Benet's MAT

JOB TITLE	Associate Headteacher
SALARY	(Salary range dependent on location)
Benefits:	TPS, HealthShield, Cycle to Work Scheme
Hours of Duty	
Responsible to	Board of Governors/Trustees, St Benet's MAT CEO
Responsible for	(Line Managed staff)

The main purposes of the job:

The Associate Headteacher role is designed to facilitate the progression of a member of a schools SLT into the role of a Headteacher. The trust will provide the opportunity and support to the individual to complete the NPQH and the Mentoring Headteacher will supply day to day support and guidance. The Associate Headteacher will assume the responsibilities of a Headteacher for 2 days per week and will be expected to work closely with the Mentoring Headteacher to help shape and share the vision and ethos of XXX academy.

The Associate Headteacher will in collaboration with the Mentoring Headteacher:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Work closely with St Benet's MAT Central Team

Main tasks and responsibilities

Under the guidance of the mentoring Headteacher

School culture and behaviour

The Associate Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum, and assessment:

The Associate Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities:

The Associate Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Managing the school:

The Associate Headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development:

The Associate Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet needs.

Governance, accountability and working in partnership:

The Associate Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Culture and Ethos

- Proactively promote and demonstrate the Diocese's vision and values in all aspects of work.
- Challenge, motivate and empower others to set high aspirations and attain ambitious outcomes.
- Treat everyone as a valued individual who is loved by God.
- Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational developments and best management practice.
- Work collaboratively developing the concept of family across the Trusts and their academies.
- Ensure regular open and honest communication in all professional duties.

- Recognise the importance of serving the wider community and promoting inclusivity.

Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade.

For further information regarding this post, please contact the Head of Human Resources, Jo Leach – jo.leach@donesc.org.

St Benet's MAT is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. To this end, you may be required to undergo pre-employment checks. This post is also likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Working towards National professional qualification for headship (NPQH)
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • Teaching experience • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position