Associate Assistant Headteacher / Head of STEM

Job Description

Associate Assistant Headteacher Role:
This is a Senior Leadership Team post appointment with additional whole-school areas of responsibility to supplement the Head of STEM role. Associate Assistant Headteachers are part of the strategic SLT meetings formulating vision, policy and procedure for the School and will have responsibility to oversee their implementation and monitoring.

Specific SLT Responsibilities
- Lead the whole-school STEM initiatives to ensure that all students possess the STEM skills needed to fulfil their ambitions.
- Liaise with the Science STEM teacher and key Heads of Department to ensure that the School's provision for STEM is coherent across key departments
- Additional specific SLT responsibilities which are subject to change, depending on the School's needs and current priorities alongside the candidate's strengths and development needs

Generic SLT Responsibilities
- Inspire, motivate and influence staff and students, taking a leading role in maintaining the highest standards within the School
- Provide an excellent role model for all members of staff and students in all aspects of school life, stimulating continuous improvement and promoting excellence.
- To communicate, implement and practice SLT vision, management and decisions.
- Attend and fully contribute to Full SLT meetings.

Head of STEM/Technology Role and Responsibilities:

Leadership & Management
- Lead the department team by providing a professional, positive, pro-active and creative approach
- To participate in the appraisal/PDR process as an appraisee and, where appropriate, as an appraiser and to support staff in achieving their appraisal targets
- Be an excellent teacher of technology and model best practice for others in the team
- Support the Leadership Team in implementing whole school practice, policy and vision
- Line Manage TLR holders / teachers and support / technician staff as delegated through the line management structure
- To attend and positively contribute to the Strategic Middle Leaders meetings
- Model highly effective learning and teaching, responding to the changing needs of students and constantly developing classroom practice
- Lead curriculum change
- Manage performance among department staff
- Promote the well-being/morale of colleagues
- Manage staff career development
- Manage and delegate job roles within the department
- Manage and organise the technical support services where appropriate
- Represent the views of the department at the Strategic Middle Leaders meetings and other meetings
- Encourage and assist communication up and down the leadership structure, ensuring transparency and consistency
- Ensure all colleagues are involved in department and whole school consultation
- Contribute to whole school strategic planning through completion of relevant parts of the SEF/SDP
- Manage department finances and resources in keeping with the DDP

- Manage and organise the resources required to teach each subject area
- Plan and room the department timetable alongside the School's data team
- Conduct Subject and Department Reviews / self-evaluation, together with SLT
- To be aware of the health and safety of all members of the School community and to deal with or report any areas of concern immediately
- Ensure that provision and safeguarding in the Technology Department is consistent with current CLEAPSS guidance
- To complete any additional duties/responsibilities as required by the Headteacher

Achievements and Standards
- To work within the departments and with Directors of Learning to ensure students achieve highly and make excellent progress in every aspect of school life
- Track and monitor individual students and different cohorts of students and make appropriate interventions to tackle students' under-achievement
- Monitor the quality of achievement through student work scrutiny
- To ensure appropriate assessment, marking and feedback takes place within the department and that School policy is adhered to
- Take responsibility for overall behaviour management within the department to ensure a safe, secure and structured learning environment, with high expectations of all students

The Quality of Provision
- Ensure that curriculum plans are in place that meet the academic needs of all students, developing the skills and knowledge required to reach or exceed age related expectations
- Lead departmental self-evaluation
- Observe and review the quality of teaching in the department, undertaking appropriate quality assurance mechanisms to ensure consistency
- Encourage staff to share good practice
- Promote and monitor a stimulating learning environment which supports student progress
- Try to provide the latest learning resources for students and teachers
- Promote cultural entitlement through the provision of a broad range of enrichment activities including School journeys where appropriate
- Effectively deploy teaching staff, support staff and resources

Professional/Personal Development and Well Being
- Develop a team ethos
- Provide opportunities for staff to discuss their own personal development and well being
- Ensure that staff are given a full range of teaching experiences and allowed to develop different aspects of their teaching
- Induct and assign mentors to new staff
- Support staff in receiving appropriate CPD which meets the needs of both the individual, the department and the School
- Assist with the appointment and induction of new staff
- Establish effective communication in the area through for example, the timely preparation of agendas, chairing of meetings and publication of minutes
- Provide support for staff in need of professional development
- Maintain and promote professional standards within the department, including DfE Teachers' Standards and the policies and practises of the School

Learners, Parents/Carers and Stakeholders
- To carry out any pastoral support roles (including potentially being a form tutor) as required
- Evaluate the views of students, parents and stakeholders and act on recommendations where appropriate
- Liaise with parents, carers and stakeholders in order to facilitate the flow of information, with regards to students
- Oversee links with specialist staff and units
- Oversee mentoring and intervention programmes within the department
- Make presentations to stakeholders to promote the subject and raise its profile amongst the wider community
- To contribute to the PSHE programme within the School, including taking ownership of modules / enrichment day components

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of oppportunity and the elimation of unlawful discrimination.
Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.

Person Specification: Head of English & Film Department (Associate Assistant Headteacher)

E   Essential   D   Desirable
A   Application process   I   Interview process

Experience:	Essential/ Desirable	Assessed via?
Excellent teaching skills	E	A/I
Ability to teach across Key Stages 3 to 5	E	A/I
Ability to use ICT and new technologies to support learning	E	I
Experience of teaching in more than one School	D	A
Current TLR responsibility in a successful English department	D	A
Qualifications and Training:		
Degree in related subject	E	A
PGCE or equivalent	E	A
Knowledge:		
Up to date knowledge of 11 – 19 curriculum	E	A/I
A sound understanding of pedagogical practice in relation to Teaching and Learning in a School setting	E	I
A good understanding of strategies to raise student attainment	E	I
Aptitudes:		
Skilled classroom practitioner	E	I
Highly effective communication skills	E	A/I
Ability to form strong working relationships	E	I
Ability to lead and manage an effective team	E	I
Capacity and willingness to evaluate own and others performance	D	I
Willingness to innovate and develop self and others	D	I
The ability to develop strong relationships with all students	E	A/I
Willingness to contribute to the wider life of the School	E	I
Values:		
The belief that every student can and will achieve their very best	E	A/I
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to "give more" to the students	E	I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
Safeguarding and welfare of the School community:		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I

Uphold the values as set out in the School's Equality Policy through promoting equality of oppportunity and the elimation of unlawful discrimination	E	A/I