JOB DESCRIPTION

Job Title	**Associate Assistant Head in Secondary**		
School	**Seven Kings School**	**Salary Range**	Leadership scale
Responsible for	**Strategic leadership and development of Secondary Science**		

Purpose of Job

- To support and assist the Headteachers in delivering the strategic vision and priorities of the school, securing the best possible outcomes for all students.
- To provide the highest quality professional leadership promoting a secure foundation from which all students can engage and achieve in their learning
- Through high quality leadership, support and develop all students and ensure that individual needs and entitlements are met
- Motivate and support teachers to maintain the ethos of challenge and support where all students can achieve success and engage in their learning
- In collaboration with the Senior Leadership Team exercise individual and corporate responsibility for the care and promotion of the interests of the school community
- Promote and uphold the school's values of Friendship, Excellence and Opportunity.

Key Tasks and Responsibilities

The following expectations of the Associate Assistant Head of Secondary at Seven Kings School complement the generic responsibilities of staff on the Leadership spine as set out in the School Teachers' Pay and Conditions document. Nothing in this job description detracts from or replaces that document:

Strategy

- To support and assist the Headteachers in the development and implementation of the school's strategic priorities and improvement plans.
- Work as a member of the school's extended senior leadership team, contributing to the strategic leadership and development of Seven Kings School.
- Lead designated whole-school improvement priorities, translating the school's strategic vision into measurable improvements in provision and outcomes.
- Take responsibility for evaluating the impact of agreed priorities through quality assurance, analysis of evidence and engagement with pupils, staff and families.
- Contribute to school self-evaluation, quality assurance and improvement planning.
- Use evidence, research and performance information to identify priorities and inform decision-making.
- Support the development of an ambitious and inclusive culture where all students can succeed.
- Represent the school positively within the partnership, local authority and wider community.

Strategic Leadership of Science

- Provide strategic leadership of Secondary Science, establishing a clear vision, ambitious expectations and a coherent improvement strategy.
- Line manage and hold the Learning Leader of Science to account for curriculum quality, teaching, assessment, staff development and student outcomes.
- Develop, implement and evaluate the Science improvement plan, ensuring that actions are informed by curriculum review, student outcomes and quality assurance.
- Identify and address variation in the quality of provision and outcomes across key stages, disciplines and student groups.

- Ensure that Science contributes effectively to whole-school priorities, particularly curriculum ambition, inclusion and student achievement.
- Use evidence, research and performance data to evaluate provision, identify priorities and inform decision-making.
- Contribute to school self-evaluation, quality assurance and improvement planning and represent the school positively within the partnership, local authority and wider community.
- Identify variation in outcomes and experiences between student groups and ensure that improvement strategies address these differences.

Quality of Education: Curriculum

To support and assist the Headteachers

- Promote and secure high-quality teaching, learning and assessment across the school.
- Monitor standards and support leaders in improving outcomes for students.
- Work with curriculum and pastoral leaders to ensure consistently high expectations and effective provision.
- Support the development of innovative and evidence-informed practice.
- Promote a culture of scholarship, challenge and aspiration.

Teaching, Learning and Assessment

- Hold the Learning Leader of Science to account for the quality of teaching, learning and assessment across the faculty.
- Evaluate, with the Learning Leader of Science, the quality and consistency of teaching and assessment, ensuring that agreed priorities lead to improved classroom practice.
- Ensure that assessment is purposeful and provides reliable information about students' knowledge and understanding, and that this information informs teaching and curriculum decisions.
- Promote an ambitious and inclusive approach so that all students, regardless of starting point or need, can access high-quality Science education.

Student outcomes and Personal Development

To support and assist the Headteachers

- Support strategies which improve attendance, behaviour, engagement and achievement.
- Ensure that all students are known, valued and supported to achieve their full potential.
- Promote equality, inclusion and positive relationships throughout the school community.
- Contribute to safeguarding and student wellbeing systems across the school.
- Support the delivery of an exceptional programme of personal development and enrichment

Leadership and Line Management

To support and assist the Headteachers

- Line manage designated middle leaders and teams.
- Develop the leadership capacity of middle leaders through coaching, challenge and professional development.
- Identify and develop leadership potential across the organisation.
- Promote a culture of collaboration, accountability and continuous improvement.
- Contribute to recruitment, induction and retention of high-quality staff.

Partnerships and Community

To support and assist the Headteachers

- To develop positive relationships with parents, the local authority and the local community

- To work effectively with other professionals to ensure the best possible skills and resources are available for all students in order to maximise their potential
- Support initiatives that strengthen community engagement and student opportunities.

Premises

To support and assist the Headteachers

- To create a welcoming, safe and stimulating environment in which students, staff and visitors feel comfortable and which is conducive to learning

Personal Development

- To engage actively in Performance Management and Continuing Professional Development to ensure professional skills are kept up-to-date and developed
- Maintain and develop relationships and support through an effective pastoral system that enables students to achieve
- Regularly review own practice, set personal targets and take responsibility for own personal development
- Manage own workload and that of others to allow an appropriate work/life balance

The Job Description is current at the date shown, but in consultation, may be changed by the governors to reflect or anticipate changes in the job, commensurate with the grade and job

General

- Attend and participate in relevant meetings, training and other learning activities
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for own health and safety as well as that of colleagues, students and the public

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment