

JOB DESCRIPTION

School:	West Norfolk Academies Trust
Job Title:	Assistant Headteacher with responsibility for Cross Trust Languages
Grade:	Spot Salary L10
Responsible to:	CEO Directors of Education Headteachers
Working With:	Directors of Education Headteachers Staff Students Parents/Carers Community

We are looking for an existing or future leader who is ready to grasp this ideal opportunity to progress their career within a supportive, proactive and forward-thinking environment.

The successful candidate, who is dynamic and solution focused, will support the Trust in securing high standards of teaching and learning through dedicated management time and the teaching commitment that comes with this role.

This is an exciting opportunity to develop your career while making a real difference to the whole Trust community.

Purpose of the Job

To provide our students with an outstanding education in Languages and to raise standards of student attainment and achievement within the Trust schools.

To be an inspirational leader who positively influences the behaviour of others, motivating staff and students to engage with the core values of the schools and of West Norfolk Academies Trust.

Main Purpose

- To raise standards of student attainment and achievement within the Trust Secondary schools across all the languages.
- Monitor and support student progress
- Be accountable for student progress and development within MFL
- To develop and enhance the teaching practice of others through coaching, mentoring and effective CPD
- To ensure the curriculum and enrichment provision provides an appropriately broad, balanced, relevant and differentiated curriculum for students studying MFL.
- To be accountable for learning, managing and developing MFL across the Trust

Responsibilities

Teaching and Learning

- To meet all requirements of the Teachers' Standards.
- Within the designated curriculum area, to implement, deliver and contribute to the curriculum.
- To shape the learning experience to motivate and encourage students to achieve their full potential.
- To monitor the progress of students and provide support to ensure personal and academic growth.
- To use a variety of delivery methods to stimulate learning, appropriate to student abilities.
- To prepare and update subject materials.
- To ensure a high-quality learning experience for students that meets internal and external quality standards.
- Within the guidance presented in the school's Assessment Policy and using appropriate I.T. systems, to assess, record and report on the attendance, progress, development and attainment of students.
- To take part in Parent/Carer Information Evenings.
- Within the school's marking and homework policy, to set and mark work appropriate to the needs of each student. To provide constructive feedback to facilitate progression.
- To undertake assessment of students as required by internal and external (e.g. examination boards) procedures.
- To apply the school's Behaviour Policy to ensure that effective learning can take place. To maintain discipline and use appropriate rewards and sanctions in line with school policy.
- To ensure that Literacy, Numeracy and ICT opportunities are optimised within the context of the designated teaching programme.
- To optimise the use of classroom support staff.

Strategic Leadership

- Have a strategic overview of languages across the secondary schools, monitoring and reviewing the quality of the provision
- Have an overview of student progress and use this data to support schools with the identification of gaps for students and next steps
- To continually review the languages curriculum with the Team in order to ensure the students receive the highest quality curriculum
- To ensure that the development of key skills in languages is part of the curriculum in all schools.
- Liaise with Headteachers for each school in the support required in coaching and mentoring the languages department. Provide the support and report back to the Directors of Education, CEO and Trustees
- Have knowledge of the Trusts strategic action plan in relation to Languages and actively support meeting these actions.
- Maintain an up-to date knowledge of national and local initiatives which may affect the Trust's policy and practice

Leading and Management

- Work with Heads of Languages to ensure that staff development needs are identified and that appropriate programmes are designed to meet the needs.
- Work with Heads of Languages to support school improvement in languages
- To support with the Performance management reviews of the Heads of Languages
- To participate in the interview process for teaching posts and to support with an effective induction of new staff
- Establish clear expectations and constructive working relationships among staff, including through team working and mutual support; devolving responsibilities and delegating tasks, appropriate evaluating practice, and developing an acceptance of accountability.
- To continue own professional development as agreed with the Trust
- To develop common standards of practice within languages and develop the effectiveness of teaching and learning styles.
- To support with the setting of targets and the developments required to support these targets being achieved
- Evaluate the languages departments in line with the Quality Assurance program, recognise next steps and plan the support required
- Analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
- Ensure accurate examination entries are made.
- To lead, plan and record language meetings, informing Senior Leaders of key plans and successes.
- To liaise with higher education, Industry, Examination Boards, Awarding bodies and other relevant external bodies
- To liaise effective links with the Trust schools and the community, promoting language events in the Trust and the wider community
- To report to the Trustees as appropriate with relevant information in regard to languages.

Personal and Professional Conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes, which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks, which set out their professional duties and responsibilities.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Educated to Degree Level	✓		Appl
Qualified Teacher Status	✓		
Evidence of CPD linked to curriculum development	✓		

Experience	Essential	Desirable	How assessed
Outstanding classroom practitioner with evidence of successful outcomes for students	✓		Appl/Int/ref
Extensive teaching experience	✓		
Experience of developing the curriculum	✓		
Substantial and relevant leadership experience		✓	
Successful experience of leading an aspect of school improvement		✓	
Successful experience of leading an aspect of improvement across more than one school		✓	
Experience of effective management of student behaviour	✓		
Experience at leadership level in pastoral		✓	
Staff management experience		✓	
Experience of organising school visits		✓	
Contribution to school beyond the classroom		✓	

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Secure knowledge of subject area	✓		Appl/Int/ref
A clear vision of what constitutes an excellent department	✓		
Ability to think strategically and lead change where necessary	✓		
Ability to communicate clearly, inspire, motivate and challenge students and staff	✓		
Ability to lead and work as part of an effective, high-performing team	✓		
Awareness of Safeguarding and Child Protection issues	✓		

Personal qualities	Essential	Desirable	How assessed
Reliability, commitment and integrity	✓		Appl/Int/Ref
Diligence, tenacity, enthusiasm, drive and self-motivation	✓		
Ability to respond positively to pressure, whilst maintaining accessibility and consistency	✓		
Ability to maintain a healthy work/life balance	✓		
Ability to relate positively with colleagues	✓		

Appl = Application form

Int = Interview

Ref = Reference

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school's, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy's financial regulations