



Pentland Field School Assistant Head Job Description

Pentland Field School



Role: Assistant Head with responsibility for 14-19

Accountable to: Headteacher

Job Purpose:

To bring strategic leadership to 14-19 provision within the school

To be operationally responsible for the leadership of post 16 provision

To ensure high quality provision across the school, leading on areas of school development, as identified by the Headteacher, which results in excellent outcomes for all learners.

To make a contribution to the strategic development of the school through active membership of the school's Senior Leadership Team.

To support the Headteacher in the day-to-day management of the school.

To support the work of safeguarding and child protection within across the school, by taking the role of Deputy Designated Safeguarding Lead.

To carry out the professional duties of a teacher, to include teaching a class or classes (usually up to 0.5 of time in school).

To undertake such additional duties as are delegated by the Headteacher

Main Tasks:

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Management and leadership :

As it applies to 14-19 provision, to contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- Ensure appropriate development and delivery of pathways within 14-19 provision, ensuring the school is compliant with all aspects of examination and accreditation so that pupils are not disadvantaged
- Planning improvement which will translate school aims and policies into actions
- Implementing local and national policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines
- Monitoring the quality of teaching and learning

Teaching responsibilities:

As it applies to 14-19 provision:

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To be responsible for teaching across the full age range at Pentland Field.
- To exemplify a high standard of teaching.

Pupil care:

As it applies to 14-19 provision:

To contribute to:

- developing, organising and implementing the school's policy for the personal and social development of pupils including pastoral care and guidance
- effective induction and transition of pupils
- determining appropriate pupil groupings
- promoting high expectations of pupil engagement, learning and behaviour
- developing a culture of independent learning

The management of staff:

As it applies to 14-19 provision:

- To be responsible for the line management and appraisal of specific staff, including the examinations office, careers lead and job coach
- To participate in the recruitment and development of teaching and non-teaching staff of the school.
- To provide mentoring and support for new members of staff.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To assist the provision of professional advice and support, and to identify and provide for training needs.
- To contribute to the management of staff attendance in accordance with policy

Relationships:

As it applies to 14-19 provision:

- To be responsible for fostering positive relationships across the school community.
- To help maintain and develop effective communications and links with parents, by providing positive responses to concerns and problems regarding their children's education and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers, with a view to the provision of relevant work experience opportunities
- To foster positive relationships with wider stakeholders, modelling re-messaging of their staff to do the same

Above all, a commitment to and passion for leading in a school with children with SEN, with the drive, enthusiasm and energy required to fulfil the requirements of a demanding, but thoroughly rewarding role.

Assistant Head of School Person Specification

Pentland Field School

Evidence will be sought of:

Qualified teacher status with experience of being a class teacher	Essential
Degree or equivalent	Essential
Commitment to own professional development	Essential
Successful experience of teaching children with special educational needs in a mainstream or special school setting	Essential
Successful experience promoting the social and emotional development of children	Essential
Successful experience forming good relationships with parents	Essential
Successful experience of developing initiatives, leading and managing change	Essential

Professional expertise in the processes of planning and assessment in an SEN school	Essential
Ability to use assessment effectively to analyse pupil progress and inform planning	Essential
Experience of a wider aspect of school leadership	Essential
High expectations of pupil behaviour, with the ability to present a clear and well thought through rationale of the principles that positive pupil behaviour	Essential
Successful teamwork with other colleagues and professionals	Essential
Ability to communicate effectively with groups and individuals, orally and in writing	Essential
Ability to lead staff training and whole-school assemblies	Essential
Experience of staff development, such as mentoring or coaching colleagues	Essential
Experience of recruiting and/or inducting staff	Desirable
Good understanding of safeguarding issues across all key stages	Essential
Training at safeguarding level 3 (DSL level)	Desirable
Commitment to the idea of inclusion and the development of the special school as a community resource	Essential
Commitment to equal opportunity and curriculum entitlement	Essential