|  |  |
| --- | --- |
| Post Title and Grade: | **Assistant Head (Personal Development and Complex Provision)**  Leadership Group Pay Range  Spine Point 12 to 16 |
| Location: | **Baskerville School, Fellows Lane, Harborne, Birmingham B17 9TS**  **Telephone Number 0121 427 3191** |
| Reporting to: | **Head Teacher / Deputy Head Teacher** |
| Direct Reports: | **Middle Leadership** |
| Job Type: | **Full Time, Permanent** |
| Start Date: | **September 2024** |

|  |
| --- |
| Job Purpose |
| The Assistant Head works alongside the Head Teacher as a member of the Senior Leadership Team in defining, articulating and implementing the shared vision and values of the school. They hold an important leadership role and are expected to demonstrate outstanding leadership skills in working with the Head Teacher on the implementation of the strategic direction of the school and working with individuals and groups to ensure the provision of a high quality of education for all our students.    The Assistant Head is responsible for the complex provision of all Baskerville students as detailed in the job description and is accountable for all students’ personal development. They are responsible for the impact, wellbeing and quality assurance of support staff. |
| Purpose of the Post: |
| * To strategically lead the complex provision. * To be accountable for the personal development and welfare of all Baskerville students. * To lead and manage the school as a member of the Senior Leadership Team. * To strategically lead support staff. |
| Responsibilities and Activities (Senior Leadership) |
| * To contribute to a clear vision for an effective school. * To contribute to the Self-Evaluation process and the authoring of the Self-Evaluation Forms in particular for Personal Development, Welfare, Complex Provision and support staff. * To contribute to the formulation, monitoring, evaluation and implementation of the School Development Plan. * To initiate and manage change and improvement to develop the school and staff. * To advise and assist the Governing Body as required in the exercise of its functions, including attendance at meetings and preparation of reports. * To undertake the professional duties of a teacher other than a Head Teacher, as set out in Part 7, paragraphs 43-52 of the Schools Teachers’ Pay and conditions document, including those duties particularly assigned by the Head Teacher. * As required by paragraph 48.1 of the School Teachers’ Pay and Conditions Document, to play a major role under the overall direction of the Head Teacher in:  1. Formulating the aims and objectives of the school 2. Establishing the policies through which they shall be achieved 3. Managing staff and resources to that end 4. Monitoring progress towards their achievement;   in accordance with the polices of the Education Committee and the City Council and the school development plan and OFSTED Action Plan determined by the Governing Body.   * Undertake some of the professional duties of the Head Teacher that can reasonably be delegated by the Head Teacher. |
| Responsibilities and Activities (Personal Development and Welfare) |
| * To strategically lead on all areas relating to the personal development and well-being and welfare of Baskerville students. * To strategically lead the Complex Provision, assessing curriculum, staffing and student outcomes. * To ensure the establishment and maintenance of a caring, positive, safe and stimulating environment for all students at Baskerville. * To line manage the Support Staff - providing a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them;  - maintaining regular formal and informal contact with support staff;  - ensuring all support staff understand, and are actively implementing the key aspects of the school’s policies including those for behavior, attendance and safeguarding;  - setting the agenda for support staff meetings;  - taking the lead on those areas of staff induction relating to tutorial responsibilities. * To ensure that all Baskerville students develop excellent personal and social skills. * To inspire, challenge, motivate and empower other staff to attain challenging outcomes. * To establish clear expectations and constructive working relationships amongst staff. * To seek opportunities to promote and ensure staff wellbeing. |

If you feel you have the skills to lead and inspire both staff and students, we would like to hear from you. If you would like to make informal enquiries, please contact Yasir Idris at the school on 0121 427 3191 or by email at [y.idris@baskvill.bham.sch.uk](mailto:y.idris@baskvill.bham.sch.uk)

Application forms and further details are available to download from the school website, [www.baskvill.bham.sch.uk](http://www.baskvill.bham.sch.uk) Completed application forms should be sent to the HR Department at the school or emailed to [hr@baskvill.bham.sch.uk](mailto:hr@baskvill.bham.sch.uk)

Baskerville School is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service check.

Baskerville School’s [Safer Recruitment](file:///J:\Current%20Policies\Non%20Staturory\Safer%20Recruitment%20Policy%20October%202023.doc) and the [Recruitment of Ex Offenders Policy](file:///\\bskvll-v-misvr\Users\Yasir.Idris\HR%20Toolkits%20and%20guidance\Policies%20to%20be%20ratified\Recruitment%20of%20Ex-Offenders%20policy%20-%20October%202023.docx) can be found on the links contained herein or on the School’s website.

**Please note, applications will only be accepted on the official Birmingham City Council Application form, which can be found on the School website. CVs will not be accepted.**

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. Job descriptions will be updated or amended from time to time to reflect such changes.

**Closing date 04:00pm on Friday 25 April 2024**

Person specification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | Essential | Desirable | **HOW IDENTIFIED AND ASSESSEED**  AP Application  I Interview  R References  TL Taught Lesson | **HOW** |
| **Education/qualification and training** |  |  |  |  |
| Excellent grades at A-level, or equivalent qualifications | X |  | AP |  |
| Good honours degree | X |  | AP |  |
| Qualified Teacher Status |  | X | AP |  |
| PGCE |  | X | AP |  |
| **Experience** |  |  |  | |
| Experience of a middle leadership role / Senior Leadership | X |  | AP, I, R | |
| Recent teaching experience | X |  | AP, I, TL, R | |
| Experience in a role involving responsibility for the pastoral care of students | X |  | AP, I, R | |
| Experience of supporting students to find work experience |  | X | AP, I | |
| Experience of leading whole-school projects |  | X | AP, I | |
| Experience of OFSTED |  | X | AP, I | |
| **Knowledge/skills** |  |  |  | |
| Outstanding subject knowledge | X |  | I, TL | |
| Precise and analytical self-reflection | X |  | I, TL | |
| The depth of knowledge and the mental agility to allow flexibility in lessons | X |  | I, TL | |
| Ability to quickly create effective rapport and a constructive relationship with students | X |  | TL | |
| Excellent communication skills, both written and verbal | X |  | AP, I | |
| Excellent organisational skills, including keen attention to detail | X |  | AP, I | |
| Excellent IT skills, including the ability to learn new systems quickly and use them intelligently and flexibly | X |  | AP, I | |
| Knowledge of the needs of SEN(D) learners, in particular learners with high-functioning Autism / Aspergers |  | X | AP, I | |
| **Personal characteristics/other requirements** |  |  |  | |
| Commitment to the educational vision and the mission of Baskerville School | X |  | AP, I | |
| Profound and continuing interest in the subject(s) to be taught | X |  | AP, I | |
| Profound and continuing interest in learning, teaching and assessment | X |  | AP, I | |
| Commitment to own self-development | X |  | AP, I | |
| Capacity to take initiative and to innovate | X |  | AP, I | |
| Ability to lead and to enthuse others | X |  | AP, I | |
| Ability to work constructively with others inside and outside the school | X |  | AP, I | |
| Integrity and reliability | X |  | AP, I | |
| Ability to work as a self-starter and manage multiple priorities | X |  | AP, I | |