

Saxon Mount School

Federated with Torfield School

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Headteacher: Miss A. Jagot, B Ed, NPQH



JOB DESCRIPTION

SCHOOL:	Saxon Mount
POST:	Assistant Headteacher, Saxon Mount (Designated Safeguarding Lead, Behaviour Lead and other interventions)
SCALE ALLOWANCE:	L 10 - 15
ALLOWANCES:	N/A
RESPONSIBLE TO:	Head of School and Executive Headteacher

The key duties assigned to this post are set out below. These duties may be reviewed and amended in consultation with the post holder in the light of any changes in the requirements and priorities within the school or the Academy Trust. Variations in the duties of Assistant Headteachers are common occurrences and cannot in themselves justify a re-grading of the post. The list of duties is not exhaustive and does not include every individual aspect of the post.

An Assistant Headteacher within the Trust will be required to undertake duties and responsibilities associated with other schools within the federation and may be based at any of the involved establishments, as directed by the Headteacher and Executive Headteacher.

Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the school: the pay level has been established on this basis. The post subsumes all duties and responsibility outlined for an assistant Headteacher in the School Teachers' Pay and Conditions document. The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.

Main Purpose of the job

Supporting the strategic direction and development of Saxon Mount and the Academy Trust in co-operation with, and under the direction of the Executive Headteacher and Head of School

The post holder has overall responsibility for the Safeguarding and Child Protection, acting as the Designated Safeguarding Lead for all pupils to ensure excellent outcomes for all learners.

To take a leading role in the day to day management of the school.

To support and secure the commitment of all staff to the vision, ethos and policies of the school and promote high levels of achievement.



To work with the Head of School, Executive Head and the Senior Leadership Team and governors in the creation and implementation of the school strategic plan, and to take responsibility for delegated aspects of it.

To lead and support all staff in achieving the priorities and targets of the school and monitor the progress of those which relate to the provision for pupils with additional needs as well as agreed whole school priorities and objectives.

To promote teaching and learning by creating, maintaining and supporting an environment and code of behaviour which supports good teaching, effective learning and high standards and by monitoring and supporting individual learning or behaviour support programmes.

Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on the school.

To lead, manage and support staff by enabling all staff to carry out their respective roles to the highest standard, including providing performance management.

To teach and if necessary coordinate at least one National Curriculum subject, or accreditation subject area across the school.

Present a coherent and accurate account of school performance in a form appropriate to a range of audiences including the LA, Governors, the local community, Ofsted and others.

Lead by example, model good practice and provide inspiration and motivation and embody vision and purpose in the leadership of the school and Trust for the pupils, staff, Governors parents and carers.

Motivate, support and challenge all concerned with the School and Trust to create a shared culture and positive climate.

Main Responsibilities

To be the DSL for the whole school.

To be the strategic lead for Safeguarding and Child Protection, working collaboratively with a wider DSL team to enable Saxon Mount School to sustain a culture of safeguarding.

To robustly evaluate and implement safeguarding action.

To lead on safeguarding and welfare, ensuring: the school is compliant with all requirements; staff are appropriately trained and supported to follow procedures; the identification of need is timely and systems and interventions are effectively monitored and evaluated.

To monitor behaviour and attendance across the school and lead whole school development and staff CPD to ensure pupils are appropriately supported to maintain positive behaviour and high attendance.

To be the Designated Teacher for all looked-after and previously looked after children pupils. Be responsible for promoting the educational achievement of every looked-after and previously looked-after child on the school's roll. This will include maintaining high expectations, ensuring their voice is heard, developing and monitoring Personal Education Plans (PEPs), addressing underachievement, and advocating for their needs within the school.

Collaborate with carers, social workers, and school staff to support transitions, inclusion, safeguarding, and the effective use of Pupil Premium, while raising awareness of the impact of trauma and providing guidance on tailored teaching strategies.

To support the Head of School and other leaders in coordinating and chairing Education, Health and Care Plan meetings and other significant meetings relating to pupils across the school.

To work closely with the senior leadership team and other staff to support, evaluate and review the organisation, co-ordination and implementation of academic, social and behavioural support for pupils, taking account of learning and behavioural difficulties.

To jointly lead in the management of pupil attendance and exclusion, both by liaising with staff, parents and other agencies and by developing processes of support, policy evaluation and reporting.

To help create and maintain an ethos in school that promotes highly effective teaching and learning and progress for pupils with SEN and those with higher levels of need. Monitor and evaluate the quality of teaching and standards of pupil achievement using benchmarks, school materials and target setting for improvement.

To ensure that suitable academic targets are set for pupils and that these are monitored and reviewed regularly.

To work with staff in school to share and develop expertise and resources, including leading groups of staff in development activities (including CPD etc), delegating tasks and responsibilities, holding staff to account for the outcomes and impact and evaluating outcomes.

Take responsibility for the performance management process as required and use the process to develop a high level of personal and professional effectiveness and accountability in staff.

Ensure the Executive Headteacher, Head of School and governors are well informed relating to areas of responsibility, including in the writing of reports and of delegated sections of the SEF.

To coordinate staffing and delivery of in-school interventions to support learning and additional services provision through effective liaison with SLT, staff, pupils, parents and agencies including the YES

To strategically lead in the areas relating to teaching, learning and assessment in liaison with parents, pupils and staff, relevant external bodies and organisations, liaison with other agencies etc...

On the request of the Executive Headteacher or Head of School, deputise for the Head of School as required.

To create and maintain effective partnerships with parents / carers to support and improve pupils' achievements and personal development

Effective deployment of staff and resources

Support the Executive Headteacher and Head of School in the effective deployment of staff and support those staff in their duties in order to provide the best possible service to pupils;

To manage the implementation of the school absence management of staff policy by liaising with the Headteacher and SLT, the HR department and staff.

To ensure sickness or other planned staff absences are covered and that teacher PPA is managed effectively, including planning for supply or internal cover as necessary.

To be responsible for communication throughout the school to include leading staff meetings, briefings, organisation rotas, timetables, school diary and in supporting the implementation of the CPD Policy.

Assisting the Executive Headteacher and Head of School in the selection and appointment of the teaching and non-teaching staff as appropriate to ensure that appointees have the potential to achieve the agreed aims of the school.

Assist the Executive Headteacher and Head of School to manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

Assisting in the management and organisation of the site to ensure that it meets the needs of the curriculum and health and safety regulations.

Advise the Executive Headteacher and Head of School on appropriate priorities for expenditure, and ensure effective administration and control.

Safeguarding and safety

To undertake the role of Designated Safeguarding Lead in promoting and safeguarding the health and welfare of all within the school / site via effective partnership with the Senior Leadership team and in communication with the Executive Headteacher and Head of School. This includes any additional responsibilities identified in statutory documents such as Keeping Children Safe in Education.

Ensure personal awareness enables the post holder to support effective liaison with the local authority and other agencies in order to ensure child protection concerns are dealt with promptly and effectively.

Ensure safeguarding policies and procedures, including induction, are fully implemented and adhered to by all staff.

Ensure all staff and volunteers are able to raise concerns about poor or unsafe practice with regard to pupils, and such concerns are handled sensitively and effectively in accordance with appropriate procedures. Support school processes relating to safety and developing a safe culture by, for example, being the Educational Visits Coordinator and undertaking associated training.

Accountability

Be accountable to the Head of School for the efficiency and effectiveness of the school in relation to particular areas of responsibility associated with the post,

Provide information, objective advice and support to the Executive Headteacher and Head of School to enable responsibilities for securing effective teaching and learning and improved standards of achievements to be met.

Support the development of the school S.E.F or equivalent and the SDP or equivalent, including any related documents, reporting regularly to the Executive Headteacher and Headteacher.

To think creatively and imaginatively to anticipate and solve problems and identify opportunities. Take on specific tasks related to the day to day administration and organisation of the school as requested by the Headteacher.

Take on any additional responsibilities which might from time to time be determined

To engage with appropriate training opportunities to promote professional effectiveness

Person Specification for Assistant Headteacher

Essential Criteria

Knowledge and Experience

Qualified teacher status.

Evidence of considerable participation in ongoing CPD

Considerable experience of working with pupils with special educational needs, including ASD within the last three years.

Experience, or knowledge and understanding of current educational provision in mainstream schools.

Demonstrate an understanding of recent general educational developments including the implementation of the secondary curriculum, changes to assessment and accreditation etc.

Participate in the leadership of at least one curriculum area in the last three years.

Sound recent experience of leading or managing staff within a school

Worked in more than one setting (Primary or Secondary).

Up to date DSL training, or willingness to undertake DSL Refresher Training at the earliest opportunity

Up to date Designated Teacher training, or willingness to undertake the relevant training at the earliest opportunity.

Skills and Qualities

Demonstrate a very high level of personal and interpersonal teaching skills.

Demonstrate a willingness and ability to work collaboratively alongside a school leadership team to implement to school vision and objectives

Demonstrate ability to organise and manage classes to create an effective learning environment leading to improved pupil outcomes.

Demonstrate the ability to manage and be part of a team in all curricular matters.

Demonstrate success in promoting the general progress and well-being of pupils and providing guidance and advice to staff and pupils on educational and social matters.

Demonstrate an understanding of staff management and school leadership issues within a school environment, as part of meeting the objectives of the school.

Demonstrate an ability to work effectively with parents, carers and other stakeholders

Evidence of effective target-setting to promote pupil progress

Evidence of effective curriculum development and planning

Evidence of a clear and practical philosophy of managing children with special needs

Ability to prioritise, plan and manage own time effectively and work to deadlines.

Ability to deal sensitively with people and resolve professional conflicts
Evidence of highly competent use of ICT in teaching and management activities
Ability to communicate well both orally and in writing.
Evidence that all teaching is consistently of a good standard or better

Personal Qualities

Demonstrate the ability to recognise personal pressures generated within the work environment and define appropriate and successful responses in self managing these.
Demonstrate commitment to equal opportunities and the schools aims and objectives.
Demonstrate regular attendance and punctuality in previous employment.
Sense of humour and perspective
Enthusiasm and capacity for hard work
Creative and innovative
Excellent time management
Being able to adapt and use your own initiative

Desirable Criteria

Experience of DSL responsibility in the last 3-5 years
Higher level professional qualification in special needs or within the field of education Recent experience of being the Designated Teacher or have experience of this responsibility in a previous role.
Previous experience of holding a senior leadership role
Sound understanding of recent developments in education and their impact on special schools and their wider communities.
Experience or understanding of leading CPD within a school setting
Taught in a variety of settings.
Experience with joint working and developing links to support the work of schools and partner organisations.
Knowledge and understanding of issues relating to Performance Management.
Ability to undertake effective analysis of data.