

Selworthy School - Upper Secondary Assistant Headteacher

Job Description and Person Specification	
Salary	Leadership 8 – Leadership 13 (£50,151 - £56,720)
Direct reports	Direct line management of Class Teachers, HLTAs and Lead TAs
Reporting to	Hazelbrook Head of School
Key relationships:	Internal: Head of School, Teaching and Support staff Trust: Headteachers, SENDCos, CEO, Teaching Colleagues, Domain Leaders External: Professional Service Partners, Department for Education, Somerset County Council, Ofsted and other regional and national professional associations and statutory bodies.
Main purpose of job	<p>Provide professional leadership for the Hazelbrook Campus to secure its continual improvement and success. By working with the whole local community and stakeholders through the day-to-day operation of the school, she/he will ensure that all Key Stage 4 learners benefit from high quality education and achieve their full potential, and do so in a safeguarding and protecting environment.</p> <p>To work in co-operation and consultation with the Head of School, colleagues and Governors in providing professional leadership for the school.</p> <p>To work collaboratively with the wider Senior Leadership Team to ensure consistency of provision.</p> <p>To continue to improve standards of teaching and learning, learner achievement and the wellbeing of all.</p>
Key Responsibilities	
Strategic direction and shaping the future	<p>Model professionalism and integrity at all times and lead by example to demonstrate the vision and values in everyday work and practice.</p> <p>Motivating and working with others to maintain the shared culture and positive climate.</p> <p>Actively contribute to the strategic development of the school.</p> <p>Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence and enhance communication.</p>
Leading teaching and learning – KS 4	<p>Ensuring a consistent and continuous focus on Key Stage 4 learners' achievements in all areas of their experience.</p> <p>Ensuring that learning is at the centre of strategic planning and resource management by combining high expectations and innovation with inspiring and aspirational pedagogy and high quality resources.</p> <p>Supporting and challenging so that all KS 4 learners can fulfil their potential.</p> <p>Demonstrating and articulating high expectations and setting stretching targets.</p> <p>Creating an environment that encourages and reinforces good standards of behaviour and attendance.</p> <p>Determining, organising and implementing personal curricula.</p> <p>Improving standards in teaching and learning through the use of learner data to ensure the needs of KS 4 learners are met with appropriate learning pathways.</p> <p>Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies.</p> <p>Challenging underperformance at all levels and ensuring effective corrective action and follow-up.</p> <p>Determining and implementing an effective assessment framework to improve KS 4 outcomes.</p>
Lead Campus Curriculum Development and Assessment – KS 4	<p>Lead the KS 4 curriculum and keep abreast of all local and national initiatives.</p> <p>Liaise with core subject leaders in the monitoring and evaluating their subject.</p> <p>Evaluate and review curriculum across KS 4, valuing innovation.</p> <p>Work alongside the Head of School and Leadership Team in order to carry out actions in line with the Campus Implementation Plan.</p> <p>Complete the assessment manager role alongside Head of School for the Evidence for Learning app</p> <p>Hold responsibility for KS 4 accreditations</p> <p>Provide a curriculum which includes the development of learners' spiritual, moral, social and cultural development of all learners as well as raising awareness of British Values.</p>
Lead on Achievement – KS 4	<p>To lead KS 4 data, ensuring it is accurate, submitted to relevant authorities and analysed for the benefit of ensuring progress.</p> <p>To lead the on-going monitoring of KS 4 learner progress.</p> <p>To ensure relevant KS 4 accreditation is sought and monitored.</p> <p>To support the moderation and work scrutiny of subjects both within Hazelbrook and externally with other schools.</p>

	To communicate information regarding data which is understandable to staff, parents, governors etc.
Developing Self and Working With Others	<p>Being visible and available to learners, parents, staff, governors and members of the wider community.</p> <p>Treating people fairly, equitably and with dignity and respect to create and develop a positive school culture of personal responsibility and the celebration of excellence.</p> <p>Continuing the collaborative learning culture within the school, actively engaging with other schools to build effective learning communities.</p> <p>Through effective teams ensure effective planning, allocation, support and evaluation of work undertaken.</p> <p>Acknowledging and celebrating achievement.</p> <p>Regularly review own practice, set personal targets and take responsibility for own personal development reflecting on personal contribution to school achievement and taking account of feedback from others.</p> <p>Managing own workload and that of others to allow an appropriate work/life balance.</p>
Leading the organisation – KS4	<p>Value respect and promote the views and needs of all learners and their families.</p> <p>Contribute to maintaining and developing vision, ethos, values and overall purposes of the school ensuring that all policies are adhered to.</p> <p>Formulate and review the Campus Implementation Plan.</p> <p>Lead the day to day efficient organisation and supervision of campus routines.</p> <p>Contribute to the effective transition of learners entering and leaving KS 4, providing necessary references for other educational institutions and employers in order to promote continuity of learning, progression and curriculum development.</p> <p>Liaise with parents and professionals building strong positive relationships.</p> <p>Be responsible for the line management and performance management of Main Scale Teachers.</p> <p>Develop and maintain positive links and relationships with the community, local organisations and employers.</p> <p>Chair and moderate KS 4 Annual Reviews of EHCPs.</p> <p>Have high regard for the need to safeguard learners' well-being, in accordance with statutory provisions, school policies and practices, reporting all concerns to Designated Safeguarding Lead.</p> <p>Undertaking training as required, to maintain awareness of current expectations and changes relating to safeguarding, health, safety and security.</p> <p>Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</p> <p>Support the successful implementation of the performance management processes.</p> <p>Using and integrating a range of technologies effectively and efficiently to manage the school.</p>
Leading in the community	<p>Developing and maintaining positive relationships with the local communities.</p> <p>Promoting a positive image of the school in accordance with the ethos and values.</p> <p>Building an effective partnership between the school and parents recognising them as the first educators of their children.</p> <p>Promoting understanding of the aims and ethos of the school through provision of regular information to parents about:</p> <ul style="list-style-type: none"> • The school curriculum; • The progress and attainment of their children; • Other matters relating to teaching methods and organisation; • Opportunities for dialogue between parents and staff and for their involvement in the wider life of the school; <p>In relation to other schools, colleges and educational bodies, work with the Hazelbrook Head of School by:</p> <ul style="list-style-type: none"> • Promoting a continuity of learning, progression of achievement and curriculum development; • Supporting the effective transfer and induction of learners where needed; • Maintaining effective liaison; • Maintaining effective relationships with other schools in matters of common concern; • By providing training and work experience placements for school and college students as appropriate and in accordance with school policy;
0.5 Class Teacher	<ul style="list-style-type: none"> • Take responsibility for a class of children determined on an annual basis by the Hazelbrook Head of School and in accordance with the duties listed below; • To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. The post holder will be expected to undertake duties in line with the Professional Standards for Qualified Teachers and uphold the professional code of the General Teaching Council for England; • Uphold the Staff Code of Conduct and guidance in other school Policies;

	<ul style="list-style-type: none"> • Teach a class of learners, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs; • Maintain the positive ethos and core values of the school, both inside and outside the classroom; • Promote the school's ethos and values; • Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors; <p>All teachers receive an SEN point but for AHTs this is reflected in the Leadership pay grade:</p> <ul style="list-style-type: none"> • Complete annual review paperwork and processes. • Hold an overview and ensure the EHCP provision for learners in their class is delivered.
Undertake other reasonable duties appropriate to the seniority of the post as required by the Trust Board.	

SELWORTHY SCHOOL
UPPER SECONDARY ASSISTANT HEADTEACHER
PERSON SPECIFICATION

Candidates should address all aspects of the person specification in their letter of application.

TRAINING AND QUALIFICATIONS	Essential	Desirable
Qualified teacher status	✓	
Degree	✓	
Higher degree		✓
Relevant leadership qualification eg NPQML		✓
Recent participation in a range of relevant CPD within the last three years	✓	

EXPERIENCE OF TEACHING	Essential	Desirable
Substantial, successful, recent teacher experience in a special school		✓
A proven track record of raising and maintaining high educational standards	✓	
Successful experience of working with pupils with SEND	✓	
Experience of working within and leading a team	✓	

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	Essential	Desirable
Learners' educational development	✓	
A range of formal accreditations relevant to a specialist setting		✓
Curriculum and assessment, including subjects and cross curricular aspects	✓	
Effective teaching and learning strategies	✓	
Demonstrable experience of monitoring and improving the quality of teaching and learning in a team	✓	
Managing transition of learners from and to other settings		✓
Local and national policies, priorities and statutory frameworks, including child protection and SEN Code of Practice	✓	
The role of the school within the wider community/extended schools		✓
Knowledge of the role of ICT in teaching & learning in a Special School setting		✓
Effective strategies to manage challenging behaviour	✓	

PERSONAL SKILLS AND ABILITIES	Essential
Good communication skills (written and verbal)	✓
Strong leadership and management skills	✓
Good Interpersonal skills, including a proven ability to foster positive relationships with pupils, parents and carers	✓
Ability to work under pressure and prioritise effectively	✓
Clear vision and the ability to innovate	✓
Ability to motivate and enthuse others	✓
Ability to foster a welcoming ethos and engage with all members of the community	✓
Drive, determination and strength of character	✓
A commitment to Equality and Diversity	✓
Confident use of ICT	✓
Be flexible and adaptable	✓