

Barnet Special Education Trust



Job Description: Assistant Headteacher – Secondary Specialist Curriculum

Location: The Windmill School, Barnet Special Education Trust

Contract: Full time (*although part time would be considered for the right applicant*)

Salary: Leadership Range 3 to 10 (Outer London, STPC)

Start Date: Autumn Term 2026

Main Purpose of the Role

- Lead the strategic development and day-to-day management of the Secondary Department at The Windmill School.
- Ensure high-quality provision for autistic pupils attending the provision, fostering outstanding outcomes for all.
- Support and develop staff to deliver a broad, balanced and ambitious curriculum across the secondary cohort that draws on autism informed pedagogy.
- Act as a key member of the school's senior leadership team, contributing to whole-school improvement.
- Support effective parental engagement, you will liaise with families and carers; developing proactive communication and working relationships to ensure that the curriculum and extended services offered meet the individualised needs of all pupils

Key Responsibilities

- Provide effective leadership of Qualified Teacher Status (QTS) and monitor the teaching, planning and curriculum delivery and collate feedback to ensure quality inclusion and progression from each year group and between key stages.
- Oversee the design, delivery, and ongoing development of a specialist autism curriculum for secondary-aged learners
- Monitor and evaluate teaching, learning, and progress within the Key Stage, using data to inform improvements.
- Support, mentor and coach teaching and support staff within the phase, promoting professional growth and high standards.
- Foster an inclusive, aspirational culture where every student is valued and supported to achieve their potential.
- Collaborate with external partners, parents/carers, and wider school staff to ensure a holistic approach to pupil development.
- Contribute to safeguarding and always promote the welfare of children.
- Uphold and model the Trust's values, ethos, and commitment to diversity and inclusion.

Person Specification

Qualifications and Training

- Qualified teacher status (QTS/QTLS)
- Evidence of relevant professional development
- Further SEN/ autism qualifications or training (essential)
- NPQ Leadership (desirable)

Skills and Knowledge

- Excellent understanding of the needs of SEN students
- Demonstrable track record of leading and motivating staff through collaboration and distributed leadership.
- Evidence of performance monitoring including the use of data to analyse performance and self-evaluation
- Strong knowledge of current SEN legislation, guidance and best practice
- Ability to lead and inspire others
- An ability to understand interpret analyse and use quantitative and qualitative data to support the identification of trends and improvements to act as an aid to decision making about resources.
- Excellent communication and interpersonal skills
- Strong organisational and time-management skills
- Ability to analyse data and drive improvement
- Skilled in organising and prioritising workloads to balance immediate deadlines with medium- and long-term projects

Personal Qualities

- High expectations for all pupils and belief in their potential
- Commitment to inclusion, diversity, and the ethos of Barnet Special Education Trust
- Ability to work collaboratively and effectively as part of a team
- Commitment to safeguarding and promoting the welfare of children
- Enthusiastic, flexible and resilient approach
- Creative when problem-solving