

Assistant Headteacher

Job Description

Normal place of work: Ash Grove School, although you may be asked to contribute towards trust wide projects.

Normal working hours: This role does not operate on a timebound contract and is not subject to the working time provisions of a full time teacher in line with Teacher's Pay and Conditions.

Responsible to: Deputy Headteacher and Headteacher

PURPOSE OF THE POST

- To be responsible for the leadership of specific whole-school developments. In conjunction with the Headteacher and Deputy Headteacher, assist with the leadership and management of all the staff and the general organisation of the school. To carry out ad hoc duties delegated by the Headteacher and Deputy Headteacher.
- To support in providing professional leadership for the school that secures its success and improvement, ensuring high quality education for all pupils and improved standards of learning and achievement.
- To support the Headteacher, Deputy Headteacher, and the Trust to create a vision, which can be shared by all members of the school community and a strategic plan that inspires and motivates pupils, staff, and all other members of the school community.
- To play a significant role in setting aims and objectives for the school and in formulating the School Development Plan along with the Headteacher, the Trustees, and other senior staff. To take responsibility for appropriately delegated aspects in the School Improvement Plan, in agreement with the Headteacher.
- To be responsible, with SLT, for leading teaching and learning, curriculum planning and implementation, monitoring and evaluating progress for pupils to achieve the highest outcomes for students and to develop an outstanding provision.
- Under the direction of the Headteacher and SLT, lead the school provision for pupils with SEMH. This will involve ensuring that expertise is fully engaged to assist in understanding how to work with each child within their curriculum pathway. To be responsible for ensuring that personalised programmes of work are in place with the ability to understand how each child communicates being at the heart of each programme.
- To develop the curriculum and establish a clear and strong vision of what outstanding provision should look like and the ability to support the school to get there.
- To lead the curriculum, teaching and learning across the curriculum pathway and for English, Reading and Phonics.

- To uphold and promote the ethos aims and values of the school, its policies and codes of practice at all times and in all circumstances and to lead by example playing a full part in the life of the school and celebrating students' successes.
- To manage the school in the absence of the Headteacher and Deputy Headteacher and support the Headteacher and Deputy Headteacher in leading and managing the school to the highest professional standards.
- Assisting the Headteacher and Deputy Headteacher in the day-to-day management, organisation and administration of the school and to assist in the cover for absent staff where necessary.
- Raise achievement and aspirations of the pupils by providing challenge, opportunity and recognising and celebrating success.
- To ensure that all parents are fully engaged with pupils' learning and that they are supported with advice, guidance and training where necessary.
- To promote the development of the trusts Equal Opportunities Policy throughout all aspects of the school's life and lead the celebration of diversity across the school.
- To manage the subject budgets in line with Financial Regulations and procedures.
- Liaise effectively with parents, external agencies and Trustees.
- Ensure that the SLT and Trustees are kept informed of key areas of responsibility.

DUTIES AND RESPONSIBILITIES

- In conjunction with Senior Leaders liaise with the multi-disciplinary teams to ensure a seamless service for all pupils (timetables, in class support, reports for annual reviews etc).
- To be responsible for sections of the Self Evaluation Form, SDP and Local Governance reports as directed by the Headteacher and Deputy Headteacher to ensure developments and achievements are reflected and issues, actions and the impact of actions are clearly identified.
- To contribute to a range of Quality Marks.
- Participate in and assist with the organisation of Open Day/Parents' Evenings.
- Line manager for identified pathway staff members. Take responsibility for the line management of staff as delegated by the Headteacher including holding return to work interviews as directed by the Headteacher.
- To lead a team of Teachers and Teaching Assistants ensuring that attention is paid to their professional development to maintain standards.
- Support the Headteacher and Deputy Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation.
- To assist the Deputy Headteacher in establishing a target setting process and rigorous tracking and analysis of pupil progress ensuring that a robust target setting and tracking system is in place and adhered to by all teachers.
- To monitor the performance of staff in the provision and work with SLT for any necessary actions arising.

- To communicate effectively with staff so that they are properly informed of developments across the school and that their views are represented.
- To implement the process of assessment, recording and reporting on the development, progress and attainments of pupils taught.
- To inspire, motivate and influence staff and pupils, taking the leading role in maintaining the highest standards of teaching, learning and pupil discipline.
- To maintain an up-to-date professional knowledge of developments within his/her subject area reviewing to time methods of teaching and programmes of work.
- To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and teaching.
- To provide guidance and support to managers and other staff in order to improve the quality of teaching and learning.
- To monitor the delivery of the curriculum subject by other teachers, offering advice and support as necessary.
- Supporting staff in the use of assessment information to inform teaching and learning.
- To work with the Engagement and Wellbeing Team to promote, manage, and be responsible for high standards of pupil behaviour.
- To work with the SENCO, and Pastoral Manager to ensure that a holistic approach is taken to the development of the curriculum and be clear on the role that therapies take in the provision.
- Build effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice.
- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
- To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.
- Engage actively in Continuing Professional Development to ensure professional skills are kept up to date and further developed.
- To consult with the Headteacher/Deputy Headteacher and all other members of staff in the formulation of policies in the designated curriculum/pathway area.
- To advise, co-ordinate and liaise with the Headteacher/Deputy Headteacher and all other members of staff regarding the formulation and implementation of schemes of work and curriculum programmes in the designated curriculum/pathway area.
- To consult with the Headteacher/Deputy Headteacher regarding appropriate in-service training in the designated curriculum/pathway area for all members of staff and to be prepared to deliver in-service training to colleagues in the designated curriculum/pathway area.

Assistant Headteacher



CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none">• Graduate; Qualified Teacher Status.• Good Honours Degree• Willingness to learn and commitment to professional development.• Successful teaching of SEND/SEMH pupils and be able to demonstrate impact.• Positive relationships with pupils’ parents.• Ability to provide excellent opportunities to young people with learning disabilities and physical disabilities or have the dedication and disposition to train to do this.• Experience of leading whole school initiatives with evidence of how you have impacted upon the young people in your care.		<ul style="list-style-type: none">• Additional qualification / professional development in Special Educational Needs/SEMH specialism.• Previous middle leadership/senior leadership experience.
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		
<ul style="list-style-type: none">• Effective classroom practitioner with the ability to teach outstanding lessons.• Knowledge and understanding of specialist strategies for working with SEND/SEMH.• Ability to evaluate and develop practice from evidence of pupil learning.• Able to provide for pupils’ different learning styles.• Possess the skills to build on the strength and expertise of individual staff and be able to motivate, lead and empower others, showing evidence of this in your present post.• To understand the role and benefits of work-based learning opportunities and be able to successfully deliver curriculum targets through this functional approach.• To have excellent written ability to write and present complex reports to inform and promote the school to a range of audiences.• Excellent team-building skills.		
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL		
<ul style="list-style-type: none">• Demonstrable commitment to SEND/SEMH work.• Ability to manage other team members in the classroom.• A team player.• Approachable and sensitive to the needs of others.• A willingness to work positively with challenging behaviour.• A demonstrable commitment to equal opportunities.• To be able to work under pressure and to meet tight deadlines and to lead others to do the same.• Ability to work closely with the senior leadership team on shared projects.		