

<b>Post title:</b>	<b>Assistant Headteacher</b>
<b>Salary and grade:</b>	32.5 hours / Leadership Range 6-10
<b>Line manager/s:</b>	Head of School / Executive Headteacher

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### **Main purpose of the job:**

To support the Executive Headteacher and Head of School in the leadership of all aspects of Bents Green's development and all members of the Bents Green community.

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### **Key duties and responsibilities**

#### **Leadership and Management**

Working with the Executive Headteacher and Head of School you will be instrumental in leading the school forward and supporting the Head.

- prepare, implement, monitor and review the School development Plan and other Action Plans
- ensure effective monitoring and evaluation of teaching, learning and school performance
- develop and maintain clear and effective procedures for management of the School
- ensure in conjunction with the Governing Body that School Policies are developed, implemented and regularly reviewed

#### **Safeguarding**

- Lead safeguarding practice for highly vulnerable, often non-verbal students.
- Ensure concerns are identified, recorded, and escalated promptly.
- Work closely with families and multi-agency partners to keep students safe.
- Oversee risk assessments and ensure staff understand non-verbal indicators of harm or distress.

#### **Behaviour**

- Lead a whole-school behaviour approach underpinned by Trauma Informed Practice
- Oversee personalised behaviour plans, functional assessments, and crisis responses.
- Analyse behaviour patterns to identify triggers and reduce distressed behaviours.
- Support staff to implement consistent, communication-rich, trauma-informed strategies.

## Attendance

- Lead and monitor whole-school attendance.
- Ensure accurate tracking systems and timely follow-up.
- Work with families and agencies to remove attendance barriers.
- Promote consistent policy use and a culture of good attendance.

## Pastoral care, inclusion and wellbeing

- Oversee pastoral systems that support emotional regulation, communication, and wellbeing.
- Ensure consistent use of visuals and communication systems.
- Promote dignity, agency, and student voice for learners with communication needs
- Support transitions, attendance, and daily routines for students with complex needs.

## Staff Development, Partnership Working

- Provide coaching, training, and modelling on behaviour, safeguarding, and communication.
- Support staff wellbeing, especially after challenging incidents.
- Build strong relationships with families and external professionals.
- Contribute to strategic planning, policy development, and whole-school improvement

## Governors / Trust

- advise and inform Governors / Trust on all relevant matters
- attend and provide written reports for meetings of the Governing Body and Trust

## Community

- make presentations about School matters to a variety of audiences as required
- develop and maintain relationships with other Schools, agencies and community groups
- develop and maintain relationships with local external curriculum providers with whom the School works closely
- arrange for the effective promotion of the School
- be pro-active in the building the development of the school culture

## Other Duties

- Other such reasonable duties as determined and delegated by the Nexus MAT CEO and Executive/Senior Leadership Team consistent with the grade of the post and the experience of the Post holder

## Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## **Safeguarding**

Nexus Multi School Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

		Essential	Desirable
<b>Qualifications, Skills &amp; Knowledge</b>	DfE recognised qualified teacher status (QTS).	•	
	Degree or equivalent.	•	
	Good knowledge of current thinking and practice in education.	•	
	Evidence of continuing professional development.	•	
	Other professional qualifications		•
	Commitment to continuous improvement.	•	
	Good understanding of curriculum development and innovation.	•	
	Proven leadership and management skills.	•	
	Evidence of strong person-centred vision and values.	•	
<b>Experience</b>	Recent teaching experience in a primary, secondary or special school.	•	
	Evidence of significant development of a curriculum area or aspect of school provision.	•	
	Experience of multi-disciplinary working.	•	
	Experience of successful work with parents, carers and the wider community.	•	
	Experience of planning and implementing personalised plans for pupils with special educational needs	•	
<b>Thinking Ability</b>	Capacity to influence people and lead change.	•	
	Commitment to continuous improvement.	•	
	Good understanding of curriculum development and innovation.	•	
	Proven leadership and management skills.	•	
	Evidence of strong person-centred vision and values.	•	
	Knowledge of successful strategies for improving the quality of provision and pupils' learning and progress.	•	
	Evidence of high expectations for children and young people's learning and achievement.	•	
	Highly developed leadership skills.	•	
	The capacity to use ICT to improve the quality of provision.	•	
	Knowledge of assessment practice and pupil tracking.	•	
	A good understanding of the features of high-quality pedagogy and practice for children and young people with learning difficulties and disabilities.	•	
<b>Personal Effectiveness</b>	Excellent communication skills.	•	
	Excellent interpersonal skills.	•	
	The ability to develop effective working relationships.	•	
	Good organisation and management skills.	•	
	The ability to inspire and motivate other people.	•	

		Essential	Desirable
	Honesty and integrity.	•	
	Humility, resilience and optimism.	•	
<b>Interpersonal Relationships</b>	Clear vision.	•	
	The ability to inspire and motivate other people.	•	
	Ability to contribute to and share quality practice with the TA's, teachers and team.	•	
	The ability to set challenging targets.	•	
	The ability to monitor, evaluate and review the school's effectiveness.	•	
	Highly effective teamwork skills.	•	
<b>General</b>	The flexibility to meet the full range of job requirements.	•	
	Able to travel to a wide range of meetings and events.	•	
	Demonstrate a firm commitment to the concept of Multi-School Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	No serious health problems that will likely impair or impact on job performance.	•	
	Good attendance record in current employment (not including absences resulting from a disability)	•	