

JOB DESCRIPTION

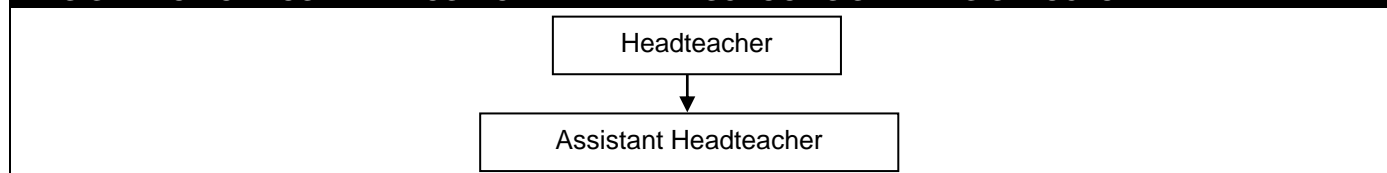
School: Brookfields School	Location: Tilehurst, West Berkshire
Job Title: Assistant Headteacher	Grade / Salary Range: Leadership Scale 14-18 ISR 14-15 £61,042 to £67,351

JOB PURPOSE

You will be recruited to the position of Assistant Head at Brookfield's School. The specific tasks and scope of the position will evolve over time.

The current role is that of Assistant Headteacher; responsibilities include but are not limited to, that of SENCo for Brookfields School. We envisage this exciting role to include Lead for Annual Reviews, Compliance with SEN Code of Practice, Wider school considerations and Strategy, Policy, Practice and compliance, and quality assurance of provision to enhance Teaching and Learning.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOL'S STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

- ☐ To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- ☐ To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- ☐ To improve the quality of the EHCP through collaboration with all stakeholders and implementation of effective systems.
- ☐ To analyse trends of pupil need, provision and financial resourcing to ensure high quality current and future delivery.

Responsibilities outlined below are based on the National Standards for headteachers. These set out the major roles and responsibilities of those staff on the Leadership spine.

Safeguarding

- ☐ To ensure that all duties as per the Designated Safeguarding Lead responsibility are undertaken

Strategic Leadership

As a member of the Senior Leadership Team you will:

- ☐ provide an ethos and educational direction for the school in order to ensure that each pupil achieves their maximum potential
- ☐ ensure that the organisation of the school supports its vision and aims
- ☐ lead by example in a way that motivates all involved with the school to achieve to their potential
- ☐ provide objective and clear support to the governing body, where appropriate, in a way that enables it to meet its responsibilities

Planning and Setting Expectations

- ☐ Support the creation and implementation of the school development plan and the effective monitoring and evaluation

Teaching, Learning and Assessment

- ☐ Maintain a climate and code of conduct that promotes good teaching, effective learning and high standards
- ☐ Monitor and evaluate the quality of teaching and learning and the achievement of pupils and create a culture of self-evaluation
- ☐ Monitor and regularly review the effects of identified school policies

Relations with Parents, Associated Professionals and the Educational and Wider Community

- ☐ Foster effective relationships with all stakeholders including parents and carers and Local Authorities
- ☐ Work collaboratively with a variety of professionals, both internal and external, including Health, Social Care and SEN officers

Managing Own Performance and Development

- ☐ Prioritise and manage time effectively including meeting statutory timeframes set out by the DfE and the SEN code of practice

Managing and Developing Staff and other adults

- ☐ Ensure that the professional duties and conditions of employment as set out in the School Teachers' Pay and Conditions are fulfilled for all staff
- ☐ Line management of key personnel from the Extended Leadership Team and the Teaching Staff and MOVE coordinator
- ☐ Coordination of Health professionals eg Speech and Language Therapists, Educational Psychologist, Physio etc.

Managing Resources

- ☐ Budget signatory to cost centres directly related to the SENCo role, including (but not limited to) tutoring, 6th Form bursaries, accreditation, therapies, PPG.

The post holder is responsible for the duties as outlined above and any other duties commensurate with the role, which supports the aims of the school and purpose of the post.

PERSON SPECIFICATION

Job Title: Assistant Headteacher	School: Brookfields School
Reports to (job title): Headteacher	Location: Tilehurst, West Berkshire

* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

Key Criteria	Essential / Desirable
<u>Qualifications & Experience</u> <ul style="list-style-type: none"> <input type="checkbox"/> Qualified Teacher Status <input type="checkbox"/> Evidence of recent relevant professional development <input type="checkbox"/> A minimum of 5 years teaching experience with at least 2 years in an SEN setting <input type="checkbox"/> Experience of successful curriculum development and leadership <input type="checkbox"/> Experience of leading, motivating and developing staff <input type="checkbox"/> Experience of effective working with a variety of stakeholders <input type="checkbox"/> Experience of the effective use of assessment and analysis in raising standards <input type="checkbox"/> Experience of developing initiatives <input type="checkbox"/> Experience of monitoring and evaluating teaching and learning <input type="checkbox"/> Experience of implementing strategies to promote diversity and equality <input type="checkbox"/> Post graduate courses in SEN - NPQML / NPQSL <input type="checkbox"/> Partnership working with local authorities <input type="checkbox"/> Experience of chairing meetings with colleagues and / or other agencies <input type="checkbox"/> Recent experience of an OFSTED inspection <input type="checkbox"/> Recent, first-hand experience of work with governors <input type="checkbox"/> Experience of working with parents/carers and engaging with parents who are hard to reach to improve outcomes 	<p>E E E E E E E E E E D D D D D D</p>
<u>Knowledge</u> <ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of child development <input type="checkbox"/> Secure and up to date knowledge of KCSIE, relevant frameworks and case reviews <input type="checkbox"/> Awareness and understanding of the SEN code of practice <input type="checkbox"/> Thorough, research-based knowledge of effective curriculum provision <input type="checkbox"/> Up-to-date knowledge of SEN educational issues <input type="checkbox"/> Understanding of High Needs block funding and SEND funding formulae 	<p>E E E E D D</p>
<u>Skills and Abilities</u> <ul style="list-style-type: none"> <input type="checkbox"/> Able to confidently and competently apply knowledge and skills acquired from training into a practical context, in and outside formal classroom settings, in order to motivate and encourage pupils <input type="checkbox"/> Building and sustaining collaborative cultures and processes to connect the school with the LA and wider community. <input type="checkbox"/> Actively promote the school's social inclusion policies and practices 	<p>E E E</p>
<u>Work-related Personal Qualities</u> <ul style="list-style-type: none"> <input type="checkbox"/> Role model, exceptionally high expectations of standards of performance and delivery to others across the school. <input type="checkbox"/> Show a good self-awareness of strengths and areas for development and an awareness of how own performance impacts on others <input type="checkbox"/> Highly effective communicator both orally and in writing with a wide range of audiences <input type="checkbox"/> A creative, positive thinker who is solution focussed <input type="checkbox"/> Ability to inspire confidence, lead, motivate and support others <input type="checkbox"/> Ability to be flexible and adaptable and respond to rapid change 	<p>E E E E E E</p>

<ul style="list-style-type: none"> <input type="checkbox"/> Maintain high standards of honesty and integrity at all times <input type="checkbox"/> A strong team player who enjoys working both collaboratively and independently <input type="checkbox"/> Willing to step up to new challenges and fill gaps as the need arises <input type="checkbox"/> Experience in overcoming obstacles and setbacks. <input type="checkbox"/> A sense of humour! 	E E E E E
<p><u>Other Work-related Requirements</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Suitability to work with children <input type="checkbox"/> DBS Check <input type="checkbox"/> A commitment to undertake further study and or qualifications <input type="checkbox"/> Willingness to attend evening meetings as required <input type="checkbox"/> Willingness to attend training and implement actions <input type="checkbox"/> Ability to manage the physical aspects of working with children with SEN <input type="checkbox"/> Holds up to date driving licence 	E E E E E E D