**Children’s Support Service**

**Job profile**

**Job Title: Assistant Headteacher**

**Job Grade: Leadership 8-12**

**The role:**

**To assist the Headteacher and Deputy Heads in providing a high quality provision for CSS. To provide effective day to day leadership and management of an area of the provision. To lead and monitor on an area of Teaching and Learning.**

**To be a key member of the Leadership team.**

**Key Accountabilities**

* To manage and develop an area of the provision with enthusiasm and professionalism.
* Support the Deputy Heads on a daily basis, including deputising when necessary.
* Line manage key staff; ensure that all management systems are implemented and followed, helping to build a competent and enthusiastic team.
* Lead by example with exemplary work and conduct.
* Promote and implement the sharing of good practice.
* Lead, develop and monitor the teaching and learning of areas of the provision, including observations, work sampling, planning and discussions with students, across the service.
* Ensure that students are making progress and that teachers have high expectations.
* Ensure that students who are performing below national averages have special interventions in place to help them improve quickly and to “close the gap”, including students with special needs, on FSM or CiC.
* Collate and analyse data for the area of the provision and ensure action plans are in place and successful.
* Ensure all staff in the provision area meet deadlines
* Work with the SLT and alongside the other members of the LT
* Provide support for Heads of department
* Contribute to and ensure service policies are followed and contribute to the TPP values and ethos of the service.
* Manage and support pupil behaviour.
* Ensure that appropriate accreditation is in place, and students have successful outcomes.
* Lead on meetings relating to areas of responsibility.
* Conduct Performance Management of staff, including observations.
* Managing a budget (where applicable) and ensure appropriate resources and equipment are in place.
* Model expected behaviours consistently and be a good example of the highest standards of teaching and learning and professional conduct.
* Use the pupil premium grant appropriately to support vulnerable students and measure their progress.
* Engage in self-evaluation and professional development.
* Act as a Personal Tutor.
* Ensure safeguarding of all pupils.
* Contribute to whole service training.
* Provide reports as requested.
* Liaise with parents, mainstream schools and other agencies when appropriate

**The duties of this post require the postholder to be mobile across the Service.**

**Knowledge, Skills and Experience**

* DFE recognised teaching qualification
* Recent and relevant professional development
* Excellent knowledge of curriculum areas
* Successful performance management reviews
* Recent and relevant teaching/management experience
* Proven behaviour management experience
* Leadership and management experience
* Experience of working with students with complex needs
* Competent in the use of ICT

**Personal Qualities**

* Personal skills of compassion and kindness
* Able to build positive connections with pupils and to instil a sense of belonging
* Promote aspiration and hope for all pupils
* Able to listen and respond appropriately
* Takes specific action to improve team or individual performance
* Agrees standards and intervenes promptly and constructively to tackle inappropriate behaviour or poor performance
* Is tenacious and focused on achieving results, overcoming obstacles
* Ensures team or colleagues understand what is expected of them to achieve positive outcomes
* Contributes above and beyond usual expectations
* Seeks out good practice and uses it to challenge and improve
* Communicates vision, direction and outcomes clearly, motivating others to achieve
* Shows belief and confidence in staff, delegating appropriately and encouraging staff
* Acknowledges and rewards good work, celebrating team and individual successes

**This job profile is neither exclusive nor exhaustive and the post holder may be required to carry out other duties as requested by the Senior Leadership team.**