

<b>Post title:</b>	<b>Assistant Headteacher</b>
<b>Grade:</b>	Leadership Pay Spine 6 - 10
<b>Hours:</b>	Full time
<b>Line manager/s:</b>	Headteacher and Deputy Headteacher

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### Main Purpose of the Job:

- To contribute to the day to day leadership and management of the school.
  - To advocate pupil safety and welfare at all times and have a secure understanding of child-led, personalised learning for our inspirational pupils, in preparation for adulthood, ensuring all pupils reach their full potential.
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### Key Duties and Responsibilities

- Work within the senior leadership team on all aspects of leadership and management; ensuring the effectiveness of teaching and learning and continuous school improvement
- Contribute to the leadership of school improvement through: monitoring planning, work sampling and scrutiny, lesson observations, drop ins and learning walks, reporting outcomes and creating impact statements
- Contribute to the management of school by leading assemblies, staff meetings, arranging cover for absent staff, hosting and organising whole school events and training as required
- Support the recruitment and induction of staff
- Undertake the annual performance appraisal of the phase leaders and designated support staff
- Have a senior safeguarding role promoting the safety and wellbeing of all pupils
- Adhere to all health and safety regulations and carry out risk assessments as required
- Contribute to pupils' annual and person-centred reviews; chairing meetings and updating Education, Health and Care Plans as necessary
- Work with the Post 16 Lead to coordinate and manage the implementation of entry level qualifications, accreditation, work related learning and career programmes of study
- Work with the EYFS Lead to coordinate and manage an effective transition into school for all pupils
- Lead the pupils and staff on a daily basis, creating a nurturing learning environment with a family atmosphere, promoting high expectations and modelling excellent practice
- Coordinate extra curricula activities and learning opportunities
- Prepare and present information to Governors and a variety of audiences as required

### Teaching and Learning:

- Demonstrate excellent classroom practice; identifying clear teaching objectives and methods of delivery and assessment
- Promote models of excellence by coaching, mentoring and supported self-evaluation for teaching and support staff
- Support the implementation of research and evidence-based approaches to teaching and learning
- Promote a culture and ethos of challenge and support where all pupils have a voice, achieve success and become highly engaged in their own learning

- Establish effective working relationships and set a good example to others through presentation and professional and personal conduct
- Contribute to the ongoing development and review of the whole school curriculum and assessment systems
- Coordinate a curriculum area
- Actively evaluate own practice and identify opportunities for relevant professional development
- Deploy and direct the work of classroom staff to maximum effect for all pupils, and identify any areas for development
- Lead the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Implement systems for the collection of useful, timely, and accurate assessment data to track pupil progress and raise achievement and attainment
- Participate in CPD and training activities to continue own professional development and to continually enhance practice within school.

### **Other Duties:**

- Other such reasonable duties as determined and delegated by the Senior Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the Post holder.
- To have professional regard for the ethos, policies and practices of the school(s) in which you support, and maintain high standards in your own attendance and punctuality.

### **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 Academy Trust 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>	Qualified teacher status	•	
	Post graduate qualification in special educational needs		•
	Recent, relevant in-service training - particularly in relation to teaching, learning and assessment and in relation to leadership and management e.g. NPQML/NPQSL, Careers Leader	•	
	Relevant safeguarding certificate		•
	Able to work as part of the senior leadership team, take responsibility and use initiative	•	
	Excellent written and verbal communication skills	•	
	Highly developed interpersonal skills - able to talk effectively to pupils, parents, governors, external professionals and colleagues.	•	
	Confident in use of IT as a teaching, learning, communication and administrative tool	•	
	Able to read and use data and to use a range of sources of evidence to make judgements and identify next steps	•	
	Able to produce careful, accurate, positive and well written reports, policies, guidance, letters and memos.	•	
	Able to effectively understand pupils' behaviours and communication needs in a positive way and to promote good relationships and good behaviour	•	
	<b>Experience</b>	Successful teaching in the field of special educational needs	•
Experience of organising and leading personalised learning for pupils		•	
Experience as a current or recently practicing team builder/ leader/ manager		•	
Experience of working with parents, carers and outside agencies, in partnerships and collaboration to secure achievement, enrichment opportunities and resources for children and young people		•	
Experience of developing areas of the curriculum		•	
Experience of pupil assessment and accreditation		•	
Understanding of augmentative and alternative communication			•
Experience of being a performance manager			•

		Essential	Desirable
	Experience of observing and feeding back to teaching and support staff		•
	Experience of delivering training for others		•
	Experience of implementing transitional pathways between key stages of development and learning		•
	Experience of writing and reviewing EHC Plans		•
	Experience of chairing pupils' annual review meetings		•
<b>Thinking Ability</b>	Ability to plan effective personalised support using research informed strategies and programmes.	•	
	Use initiative when working, see things that could be improved	•	
	Effective interpersonal/communication skills.	•	
	Effective organisational skills	•	
	Analytical skills e.g. spotting patterns in attendance and addressing these effectively.		•
<b>Personal Effectiveness</b>	Creative, warm, engaging and transparent	•	
	Well organised, calm, very positive, confident and assuring	•	
	Able to quickly engage and build appropriate relationships with pupils	•	
	High levels of emotional literacy	•	
	Able to lead, encourage, inspire and motivate staff	•	
	Dependable and reliable, with an excellent record of attendance	•	
	Willing to go the extra mile, have high levels of stamina, energy and determination	•	
	Flexible, able to respond quickly to changes and think on your feet	•	
	A 'whatever it takes' attitude to secure the best possible outcomes for pupils		•
<b>General</b>	The flexibility to meet the full range of job requirements.	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values.	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner.	•	
	An understanding of and commitment to equal opportunities.	•	
	No serious health problems that will likely impair or impact on job performance.	•	

		Essential	Desirable
	Good attendance record in current employment (not including absences resulting from a disability).	•	
	To manage a workload and at times conflicting priorities as well as tracking progress on a wide range of tasks	•	
	Ability to remain calm under pressure showing resilience and the ability to prioritise work with competing deadlines.	•	
	Full, valid UK driving license.	•	