

Job Description and Person Specification

Job Title	Assistant Headteacher
Pay scale	L10 - L14
Location	Stratford, Beckton, North Woolwich or Lister
Responsible to	Headteacher / Deputy head
Purpose	<p>To lead and manage the Teaching & Learning of students.</p> <p>To carry out the professional duties of a teacher adhering closely to the new professional teachers standards and as set out in the School Teachers Pay and Conditions Document.</p> <p>To undertake teaching responsibilities as directed.</p>
Job context	<p>John F. Kennedy is a specialist provision for pupils/students age 4 – 19 years with Autism Spectrum Condition (ASC), profound and multiple learning difficulties (PMLD), sensory and medical needs.</p> <p>The school successfully operates on three sites designated by need, eg. PMLD/SLD and ASC.</p> <p>We are looking for an enthusiastic, committed Assistant Headteacher who will add to a school which has become a leading centre for special education.</p>
Responsibilities	<ul style="list-style-type: none"> • To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils. • To effectively manage and develop teachers and support staff • To contribute to the strategic development of the school • To work in collaboration with families and external agencies
Key management responsibilities	<ul style="list-style-type: none"> • Formulating the aims and objectives of the school in partnership with the Headteacher and other senior leadership team members • Working with others to create a shared strategic vision for the school which motivates pupils and staff • Establishing and embedding the policies through which the school's aims and objectives shall be achieved • Taking the lead in enhancing standards of teaching and learning, valuing enthusiasm and innovation in others • Managing staff, budgets and resources to that end • Inspiring confidence in teaching and other staff

	<ul style="list-style-type: none"> Demonstrating the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning
Key teaching and learning responsibilities	<ul style="list-style-type: none"> To lead and work with class teams To work with colleagues to devise and implement individual programmes with the aim of raising individual attainment / achievement To liaise with other professionals to ensure that programmes are appropriate to individual needs and support the learner To liaise with Curriculum Pathway Leads to identify subject training appropriate to the needs of teaching and support staff To work in partnership with Parents/Carers Demonstrate excellent classroom practice. Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others
Key safeguarding responsibilities	<ul style="list-style-type: none"> All staff are expected to follow the school's Safeguarding procedures and to attend relevant training . Take responsibility for collating evidence and keeping accurate records for a range of Safeguarding Meetings
Line management responsibilities	<ul style="list-style-type: none"> Performance manage teachers, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
General responsibilities	<p>All employees are expected to:</p> <ul style="list-style-type: none"> Undertake any training commensurate with the post. Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others. Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</p>

Person Specification

Attributes	Evidence	Essential	Desirable	Evidence
Qualifications	<p>DFE qualified teacher status</p> <p>Evidence of undertaking in-service training in previous two years in relevant areas (if not NQT)</p>	<p>E</p> <p>E</p>		
Professional Experience and Knowledge	<p>Experience of managing support staff to improvement achievement of learning</p> <p>Successful experience of managing resources effectively</p> <p>Experience of working with pupils with a wide range of complex medical and health needs and challenging behaviours (especially those conditions relevant to intended base site)</p> <p>Experience of developing education strategies that are meaningful to the students' learning</p> <p>Experience of managing change in a school context</p> <p>Effective liaison with other agencies e.g. multi-professionals</p> <p>Experience of developing and implementing appropriate measures to maximise the levels of educational achievement of pupils</p> <p>Effective staff relationships to inspire and motivate others and to generate effective working relationships at all levels</p> <p>To communicate clearly and effectively to a range of audiences</p> <p>Knowledge and understanding of....</p> <ul style="list-style-type: none"> The major changes in the curriculum currently facing all schools including monitoring and evaluation of curriculum delivery The principles of assessment and effective record keeping and their 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>		<p>Interview/ Assessment Centre Task.</p>

	<p>use to promote the educational, personal development and progression of pupils/students</p> <ul style="list-style-type: none"> • The use of target setting in raising pupil /students achievement • The use of ICT in curriculum delivery and effective administration • The implementation of Equal Opportunities practice • The promotion of parental and community involvement with other Education providers to raise levels of achievement • Alternative and augmentative communication to support pupil/student needs 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>		
Personal aptitude, qualities and skills	<p>It is essential that the person appointed to the post has a passion for teaching and is able to adapt to the complex needs of our students.</p> <p>Emotional resilience and a good sense of humour with a dynamic “can do” attitude</p> <p>To be solution focussed in their approach to addressing challenging situations</p> <p>To be able to communicate effectively at different levels</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>		