ASSISTANT HEADTEACHER JOB DESCRIPTION

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| **Job Title:**  | Assistant Headteacher (Newhaven School) |
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| **Directorate**: | Royal Borough of Greenwich – Children’s Services |
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| **Location:** | Newhaven School | **Grade: L12-18** |  |
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| **Reports to:** | Headteacher/Head of Campus |
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| **General Duties** |

The duties in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions document as well as the generic job description that applies to all teachers at Newhaven. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job commensurate with the salary and job title.

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| **Main responsibilities and duties**  |

*Following the appointment of the Assistant Head, specific areas of responsibility will be allocated depending on skills, experience, the profile of the school leadership team and the professional development of the Assistant Head.*

**Ethos and values:**

* To develop and apply a deep understanding of the needs of children with traumatic backgrounds, ASD and significant mental health needs.
* To believe that all students have the right to a genuine chance to succeed in life and be creative in the support given to achieve this.
* To believe in equity as a fundamental necessity in all societies and apply and develop personal understanding regarding the impact of race, sex, sexuality and other protected characteristics to the experience of students and staff.
* To strive for the best possible outcomes for students so they can go onto ambitious destinations when they leave Newhaven.

**Strategic:**

* The Assistant Head will lead on agreed areas of the school based on their experience, skills and the best fit for all members of the Leadership Team.
* To deputise for the Head of Campus (Deputy Head) on the relevant campus.
* To contribute to the development of the school ethos and vision and communicate this clearly and consistently to all stakeholders.
* To lead with the school values and aims on all decisions and actions carried out in the role.
* To support the leadership team in developing positive working relationships with and between all staff and provide and sustain motivation.
* To support the creation and implementation of the school improvement plan within the national, local and school context and to take sole responsibility for appropriately delegated aspects of it.
* To contribute to the Head’s report to the Management Committee.
* To contribute to the evaluation and development of school policies in line with the values and aims of Newhaven.
* To support all staff in achieving the priorities and targets which the school sets for itself and to provide them with support and guidance in implementing their personal targets.

**Operational**

* To take on the role of deputy Designated Safeguarding Lead.
* To attend and lead, as necessary, campus briefings and debriefings on a daily basis.
* To line manage agreed department(s) and other areas of the school.
* To support the leading and management of the work of the school’s Pastoral Team.
* To contribute to the production of the school / department timetables.
* To be responsible for liaising with a number of relevant external agencies including SALT, Camhs, Educational Psychologists, Children’s Services and the Police- challenging them when necessary in line with the interests ofthe school.
* To jointly oversee the monitoring of Teaching and Learning, including the analysis of data, interventions and reports.
* To jointly oversee the monitoring of other aspects of staff performance.
* Lead staff meetings as responsible.

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**Staff:**

* To work with the leadership team to ensure the successful recruitment, deployment and

professional development of staff to make the most effective use of their skills

* To participate in the appraisal process and be responsible for a number of colleagues.
* To work with staff to develop their performance and challenge aspects of it when necessary.
* Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes.
* To develop positive relationships with all staff and lead through care and understanding whilst being able to challenge staff to achieve their best.

**Quality Assurance:**

* To assist the Headteacher in the process of formulating and reviewing school policies
* To assist the Headteacher in the appointment of new staff
* To assist the headteacher in the development and appraisal of staff
* To contribute to the leadership and management of school improvement and monitoring procedures

**Teaching**

* To undertake an appropriate programme of teaching

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| **Additional duties** |

* To work with the leadership team to lead the day to day management of behaviour across the school.
* To lead assemblies with other staff members on a rota basis
* To attend Management Committee meetings as required
* To support the Heads of campus in the coordination of arrangements additional events such as parents evenings and academic review days.
* To contribute to supervision arrangements at break and lunchtime.
* To share responsibility for the management of the school including on a pre-arranged rota basis during school holiday time.

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| **Resources** |

* Ensure safe and efficient use of the school and other hired or leased premises
* Deploy staff and learning resources effectively, ensuring value for money

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| **Working Environment** |

Predominantly school and classroom based but with travel to learning centres, schools and other provisions and to work with other agencies.

Attendance may be required at a range of meetings within and occasionally beyond the local authority.

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| **Contacts & relationships**  |

The post holder will have daily contact with children and young people, most of whom have experienced trauma and therefore struggle to conduct themselves appropriately in educational settings. The post holder will need to engage positively and build strong relationships with disaffected children and young people and those with significant educational needs being creative and child-centred in approach.

On occasions the post will require the holder to work in confrontational and aggressive situations.

The post holder will need to take responsibility for engaging with the support structures in the school and be proactive in managing their own wellbeing as necessary.

There will be significant contact with members of teams from Children’s Services and other agencies and with other stakeholders, school inclusion leaders.

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| **Work Demands**  |

Conflicting demands and challenging deadlines are a regular feature of the post.

Newhaven School experiences high levels of student mobility; the post holder must be ready to change and adapt planning on a frequent basis.

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| **Progression in Post**  |

Progression will be governed by STP&C and by the decision of the Management Committee within the allocated pay scale. The post holder will be subject to annual performance management in line with DfE requirements and the School Development Cycle and appraisal policy adopted by the school’s management committee.

**ASSISTANT HEADTEACHER PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** | **App** | **Int** | **Ref** |
| **Qualifications and training** |  |  |  |  |  |
| Qualified Teacher status  |  |  | ✓ |  |  |
| First degree or equivalent |  |  | ✓ |  |  |
| Training in Trauma Informed Practice, ASD and/or mental health. |  | ✓ | ✓ | ✓ |  |
| Training in race equity and other protected characteristics |  | ✓ | ✓ | ✓ |  |
| Evidence of recent participation in relevant personal and professional development |  **✓** |  | ✓ |  | ✓ |
| **Experience** |  |  |  |  |  |
| Successful leadership and management in the education of secondary aged students. |  |  | **✓** | **✓** | **✓** |
| Successful leadership and management in Alternative Provision and/or SEND provision.  |  | **✓** | **✓** | **✓** | **✓** |
| Strategic vision for development of learning environment for students demonstrating a range of needs.  |  |  | **✓** | **✓** |  |
| Experience of having successfully instigated and led whole school initiatives. |  |  |  | **✓** | **✓** |
| Experience of leading, motivating and managing a team through a programme of change |  |  | **✓** | **✓** |  |
| Experience of successful leadership of initiatives relating to equity. |  |  |  |  |  |
| **Knowledge and Skills** |  |  |  |  |  |
| Managing change sensitively including conflict resolution  |  | **✓** | **✓** | **✓** |  |
| An understanding of the role of the agencies within the wider spectrum of Children’s Services |  |  | **✓** | **✓** |  |
| Wide knowledge of teaching and learning strategies and a willingness to accept new and/or innovative ideas |  |  | **✓** | **✓** | **✓** |
| The ability to analyse and interpret assessment data to ensure effective student progress, raise standards and successful student achievement   |  |  |  | **✓** |  |
| A proven ability to assess teacher performance and promote professional development of others |  |  |  | **✓** | **✓** |
| **Leadership and Management** | **Essential** | **Desirable** | **App** | **Int** | **Ref** |
| Ability to exercise strategic financial planning, manage operational budgets and apply principals of best value |  | **✓** |  | **✓** |  |
| Knowledge of the current and relevant inspection frameworks for PRUs and/or Special Schools |  |  |  | **✓** |  |
| Ability to support the Headteacher in managing and enhancing the performance of staff | **✓** |  | **✓** | **✓** | **✓** |
| Ability to work closely with the Headteacher in achieving the school’s aims |  |  |  | **✓** |  |
| Ability to support effective communication between the Headteacher and others in the School’s community |  |  |  |  |  |
| Ability to support the Headteacher and Management Committee in achieving challenging targets for the school teachers and pupils. |  |  | **✓** | **✓** | **✓** |
| Ability to inspire, motivate and support members of staff in a challenging learning environment. |  |  | **✓** | **✓** | **✓** |
| Promote high expectations of achievement and outstanding standards of learning for all students. |  |  | **✓** | **✓** | **✓** |
| **Relationships, communication and working with others** |  |  |  |  |  |
| To be able to develop and maintain a positive relationship with pupils, parents, agencies and other stakeholders. |  |  | **✓** | **✓** | **✓** |
| The ability to consider matters relating to race, sex, sexuality and other protected characteristics when leading or working with others. |  |  | **✓** | **✓** |  |
| To be able to communicate well verbally and in writing to a range of stakeholders and other professionals |  |  | **✓** | **✓** |  |
| **Promoting the welfare of children** |  |  |  |  |  |
| Understanding of Child Protection and safeguarding procedures in the context of education of vulnerable students and have clarity on the measures that need to be in place to ensure student safety and well-being. |  |  |  | **✓** |  |

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| *Newhaven is committed to safeguarding and promoting the welfare of young people and we expect all staff to share this commitment. The successful applicant will require an enhanced DBS check.**Newhaven is committed to the journey to decolonising our school by becoming deeply reflective about our systems, processes and decisions, by sharing our lived experiences in a genuine way that means we have a much better understanding of each other and by developing our staff so that all have equity of opportunity* |