

Assistant Headteacher (Personalised Pathways) JOB DESCRIPTION ABBEY HILL SCHOOL & COLLEGE

Job Title: Assistant Headteacher (Personalised Pathways)

L8-L12

Reporting to: Headteacher / Deputy Headteacher

The Assistant Headteacher will, as part of the Senior Leadership Team (SLT), be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting delegated responsibility for aspects of key areas

(‘School’ refers to all aspects of Abbey Hill School & College)

To support the Department Lead in the effective running of the Department.

To lead in our ‘Pathways to Employment’, ‘Supported Interns’ and AS curriculum, having responsibility for teaching and learning, curriculum and pupil progress to ensure the best possible outcomes for pupils.

The post holder will cover in the absence of the Department Lead

Strategic Leadership

- Working with the Headteacher to contribute to a strategic view of the school and analysis and plan for its future needs and further development within the local, national and international context.
- Acting as a ‘sounding board’ and ‘critical friend’ to the Headteacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Headteacher, SLT and Governing Body.
- To be the strategic lead for key areas of the school

The post holder’s responsibilities include:

- To be responsible for our Supported Internships offer
- To have a clear vision and purpose for the subject / vocational areas
- To be responsible for our Autism Support (AS) classes, the associated curriculum offer and vision
- To develop subject knowledge and expertise keeping up to date with national developments, teaching practice and methodology to support staff and pupils in achieving high standards
- To support colleagues in ensuring effective curriculum coverage, continuity, progression and challenge through the application of extensive knowledge and well-informed understanding of assessment requirements and arrangements for the subject/curriculum area.
- To ensure the teaching of vocational and AS pathways support pupils to be prepared for life beyond school
- To regularly monitor and evaluate subject delivery through (e.g. work sampling, planning sampling, resource audits, pupil views and data analysis) and produce reports and development plans
- To systematically track pupil progress
- To arrange for the purchase of appropriate resources to enable colleagues to teach the subject(s) effectively within the constraints imposed by the subject budget allocation
- To offer guidance and support to staff in developing the subject/curriculum and to the leadership team in leading, managing and developing the subject/curriculum

- To liaise with the Headteacher and other members of the leadership team to co-ordinate CPD needs and opportunities for school staff
- To provide training and CPD to enhance the quality of education offered to pupils
- Act as a role model of excellent classroom practice for other teachers
- Performance Management of staff within the relevant Department(s)
- Ensure that pupil achievements are shared with colleagues and parents

Class teacher responsibilities

1. There may also be a teaching commitment of 40%
2. To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

This job description is not a comprehensive definition of the post, and the post holder may be required to undertake such tasks appropriate to the level of appointment as the Headteacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

Person Specification

Qualifications and training	Qualified Teacher Status A good honours degree (first or second class) Professional development linked to leadership
Experience	Proven excellence as a classroom practitioner Set high expectations which inspire, motivate and challenge learners Recent experience of teaching post-14 learners and/or pupils with complex ASD needs The ability to teach a variety of subjects Knowledge and understanding of effective teaching and learning styles Effective approach to behaviour management Demonstrable experience of improving outcomes for pupils with SEND Plan and teach well-structured lessons Able to monitor, evaluate and review pupil progress Adapt teaching to respond to the strengths and needs of learners Experience of securing meaningful destinations for pupils Leadership and management experience in a school Involvement in school evaluation and development planning Demonstrable experience of successful line management and staff development Experience of delivering CPD and training Extensive experience of developing staff School improvement and project development Experience of co-ordinating qualifications Experience of delivering / leading on vocational pathways Experience of subject leadership
Skills and knowledge	Understanding of secondary / post 16 curriculum requirements Understanding of a highly differentiated curriculum

	<p>Excellent understanding of the SEND Code of Practice</p> <p>Strong knowledge of post-16 provision options</p> <p>Understanding of high quality teaching, and the ability to model this for others and support others to improve</p> <p>Understanding of supported internship programmes</p> <p>Excellent understanding of pre and post-16 qualifications / vocational options for pupils with SEND</p>
Personal qualities	<p>High professional standards and expectations</p> <p>Highly organised and excellent communication</p> <p>Enthusiastic and passionate about teaching and learning, outcomes for pupils, and school improvement</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Ambitious and forward-thinking</p> <p>Commitment to a broad and balanced education for all</p> <p>Ability to monitor and review, analyse, use data and make strategic decisions to improve learning</p> <p>A professional standard of personal presentation and dress</p>