**Assistant Head Teacher ( L1 – L 5)**

**Ancora House School**

**Castle Park Community Campus**

**Core Purpose**

The Assistant Head Teacher is responsible for supporting the Headteacher in the leadership of Ancora House School and for the leadership and management of the Castle Park Campus.

The post holder will work sensitively and positively with the learners at Ancora House School and carry out such other associated duties as are reasonably assigned by the Headteacher.

The post holder will be responsible to the Headteacher.

**Key Responsibilities**

* To lead efficiently on SEND, safeguarding and the curriculum
* To provide professional leadership for Ancora House School, which supports its success, continuing improvement, high quality education for learners and improved standards of learning, achievement and SEMH.
* To support the Headteacher and Senior Leadership Team (SLT) in ensuring that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational and pastoral success of Ancora House School.
* To work with the Headteacher and SLT in developing a strategic view for Ancora House School, analysing and planning for its future needs and further development within the Local Authority and the national context.
* To support the Headteacher and SLT in developing and maintaining effective links with the community and local secondary schools, particularly within the area of developing the capacity within Ancora House School to deliver preventative early intervention.
* To deputise for the Headteacher and Deputy Headteacher if both are absent and in such

circumstances to be responsible for the day-to-day organisation, management and conduct of Ancora House School in accordance with the current School Teachers’ Pay and Conditions Document, the policies of Cheshire West and Chester Council, the Management Committee and applicable legislation.

* To develop and maintain the ethos of Ancora House School and to nurture the caring relationship between staff, parents/carers and learners.
* To be directly responsible for specific areas of school life as directed by the Headteacher.
* To lead on specific areas of strategic leadership and management as agreed with Headteacher.

**Site Responsibilities**

* Having responsibility for those learners on roll.

This includes:

* Managing and leading the attendance processes
* Managing and leading regular learner review meetings
* Knowing those learners with SEN and supporting them within the role of SENDCo and gathering staff feedback for Learning Support Plans and EHCPs.
* Having a strategic overview of Child Protection issues

**Managing the Team**

This includes:

* Weekly 1:1s with the teaching assistants
* Daily operational meetings (am) with the team
* Daily de-briefs (pm)
* Carrying out the annual cycle of Appraisal

**Information sharing with staff**

This includes:

* Providing updates at staff briefings on new learners
* Weekly SEN focused learner review discussions
* Monthly data driven review with the Headteacher on learner progress (to include
* attendance, exclusion, behaviour, academic progress, CP)
* Ensuring the use of Ancora House School standard templates (e.g. Incident form, reflection form)
* Ensuring that all staff record incidents and parental or multiagency contact on the MIS.
* Mirroring the SEN ‘Assess Plan, Do, Review’ approach when mentoring learner

progress.

* Supporting the team with more challenging behaviour management situations or issues.
* Supporting the team when individual learners need to be escalated for more serious intervention.
* Meeting with/communicating with parents/carers when a learner situation becomes more serious or when relationships with a parent/carer are known to be difficult.
* Timetable management – e.g. Agreeing any changes, cover, ensuring complete timetable.
* Supporting referral to agencies
* Managing the attendance at strategic meetings with key agencies.
* Responsible for liaison and partnership working with local schools and the Access and Outreach Team – e.g. reintegration, agreeing the increase or decrease of provision.
* Attending learner focused reviews at schools for part-time or short-term placements.
* Attending or delegating attendance at Child Protection meetings and maintaining a strategic overview of Child Protection.

**Additional Expectations**

All staff members are also expected to:

* Promote effective positive relationships with staff, learners, parents/carers, key stakeholders and the wider community
* Act as a positive role model for learners
* Encourage moral and spiritual growth and civic and social responsibility amongst learners
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

This job description is current at the date shown, but in addition to the duties outlined above, you may be asked to undertake any other duties which may reasonably be regarded as within the nature of duties and responsibilities of the post. Any changes of a permanent nature will be fully negotiated with you and incorporated into the job description.

\*Additional Responsibilities

* Organise monthly (minimum) line management meetings
* Provide half termly feedback at SLT on line management areas/subjects

**Safeguarding Lead**

* Organise monthly (minimum) meetings with Ancora DSLs.
* Oversee and monitor the CPoms system
* Lead on wider whole-school safeguarding initiatives

**Timetable Lead**

* Manage the weekly timetable for Ancora (Castle Park Campus)
* Review and have oversight of student timetables, ensuring that the students have access to an appropriate curriculum according to their needs
* Review and develop the timetable in line with changing need and curriculum and staff change.