Job Description for the Post of Assistant Headteacher

Job Purpose:

To support the Headteacher in the strategic leadership and operational management of the school, with a particular focus on operational systems and recording and reporting. The Assistant Headteacher will lead on key areas such as timetabling, curriculum design and assessment, HR and staffing matters, exams and moderation and inclusion. This role is integral to ensuring a safe, stimulating, and inclusive learning environment where every child can thrive and reach their full potential.

Key Responsibilities:

-Strategic Leadership & School Improvement

- Support the Headteacher in setting the vision, ethos and strategic direction of the school.
- Contribute to the School Development Plan and the Self-Evaluation Framework.
- Lead on specific whole-school operational activities as delegated by the Headteacher.
- Use data effectively to inform planning, track pupil progress and drive improvement.
- Ensure the school meets all statutory and regulatory requirements, including Ofsted readiness.

-Curriculum, Teaching & Learning

- Lead the design, development and delivery of an inclusive, engaging and needs-led curriculum.
- Promote and model high-quality teaching and learning across all key stages.
- Monitor and evaluate the quality of education, providing feedback, coaching and support to staff.
- Lead on curriculum adaptations, assessment frameworks and personalised learning strategies.
- Teach between 25% and 50% timetable in agreed subject areas.
- Support the integration of therapeutic approaches and specialist interventions into classroom practice.
- Write the whole school timetable including year 9 options and other bespoke offers.

-Inclusion, Safeguarding & Pupil Wellbeing

- Champion inclusion and ensure pupils with complex needs have equal access to learning.
- Lead on exams, moderation and access arrangements in collaboration with the exams officer.
- Coordinate multi-agency working with therapists and external professionals.
- Support effective transitions for pupils at all stages of their educational journey.

-Staff Leadership & Development

- Line manage and support teaching staff and/or middle leaders, promoting collaborative practice.
- Organise the allocation of staffing including daily cover arrangements.
- Contribute to the recruitment, induction and retention of high-quality staff.
- Identify training needs and deliver/coordinate relevant CPD opportunities.

- Support performance management through lesson observations, target setting and appraisal.
- Foster a culture of high expectations, professional growth, and shared accountability.

-Partnerships & Community Engagement

- Build strong relationships with parents/carers to support pupil development and engagement.
- Represent the school at meetings with governors, local authorities, and external agencies.
- Promote the school's values and ethos within the wider community.
- Contribute to outreach programmes or partnerships with mainstream/specialist settings where applicable.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities

Person Specification for the Post of Assistant Headteacher

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	***Requirements***	***Essential/Desirable (E/D)***
Qualifications	Qualified Teacher Status (QTS) or equivalent	E
	Degree of equivalent qualification	E
	Evidence of recent and relevant continuing professional development (CPD), including in SEN and leadership	E
	National Professional Qualification in Senior Leadership (NPQSL) or willingness to undertake	D
Experience	Successful teaching experience within a special educational needs setting	E
	Proven experience of leadership or management in a school	E
	Experience of leading or supporting whole-school initiatives	E
	Experience of working with external agencies and professionals	D
Knowledge & Understanding	Strong understanding of a range of SEN and effective teaching approaches	E
	Knowledge of the SEND Code of Practice and safeguarding legislation	E
	Understanding of school improvement, data analysis, and the Ofsted framework	E
Skills & Abilities	Ability to lead, motivate and manage staff	E
	Excellent interpersonal and communication skills	E
	Strong organisational and strategic planning skills	E
	Ability to analyse data to inform decision-making	E
Personal Attributes	Commitment to improving outcomes for children with SEN	E
	Resilience, adaptability, and emotional intelligence	E
	Reflective, professional and values-driven leadership style	E

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*