

The Blue Coat School



JOB DESCRIPTION AND PERSON SPECIFICATION

Assistant Headteacher - SENDCO

Salary Range:	L13 - 17
Accountable to:	Deputy Headteacher
Responsible for:	Middle Leaders (TLR Holders)

Job Purpose:

The Assistant Headteacher is a leading professional and a member of the senior leadership team with a key role in the development of the school. The post holder provides strategic vision and leadership enabling the school to achieve its aims.

As SENDCO, the senior leader will promote high expectations for student outcomes through excellent practice and will lead on the strategic development of special educational needs (SEN) strategy and provision to ensure that the curriculum offer is of the highest quality and meets the needs of all SEN students.

The Assistant Headteacher will:

- Undertake the normal responsibilities of a class teacher when appropriate;
- be a member of the Senior Leadership Team;
- assist the Deputy Headteacher in leading specific areas the school;
- support and represent the Deputy Headteacher at meetings as and when required;
- undertake the professional duties of the Deputy Headteacher during his/her absence;
- have specific responsibility for areas of the curriculum and/or teaching and learning;
- undertake such duties as are delegated by the Deputy Headteacher;
- play a major role under the overall direction of the Deputy Headteacher in formulating improvement plans and aims and objectives of The Blue Coat School by:
 - Establishing the policies through which they shall be achieved
 - Managing staff and resources
 - Monitoring progress towards their achievement.

Principal Duties and Responsibilities:

Class teacher responsibilities

- Where appropriate, carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

The internal organisation, management and control of the school

- To have specific responsibilities (eg for aspects of school management or the curriculum) to be agreed with the Deputy Headteacher.

Leadership and Strategy

- Support and secure the commitment of others to the vision, ethos, direction and policies of the school and promote high levels of achievement;
- support the creation and implementation of the school improvement plan and take responsibility for appropriately delegated aspects of it;
- support all staff in achieving the priorities and targets within areas of responsibility;
- support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on areas of responsibility;
- develop links with parents of students in the school.

Teaching and Learning

- Determining, organising, monitoring, evaluating and implementing the provision of teaching and learning;
- establishing a stimulating and challenging learning environment that secures effective learning and encourages high standards of achievement, behaviour and discipline;
- monitoring of the quality of support within your area of responsibility, including the analysis of relevant data.

Leading and Managing Staff

- developing positive working relationships with and between all students and staff within the school;
- lead groups of staff in development activities and evaluate outcomes;
- support the performance management process and use the process to develop the personal and professional effectiveness of staff within your area of responsibility;
- provide support to newly qualified teachers, supply teachers, teachers and support staff as part of an induction process;
- ensure that Senior Leadership Team colleagues and Trustees are well informed about relevant policies, improvement plan progress and any future improvement needs.

Effective Deployment of Resources

- support the Deputy Headteacher in the efficient and effective deployment of staff within areas area of responsibility.
- support the Director of Resources in establishing priorities for expenditure and in monitoring the effectiveness of spending and usage of resources across your areas of responsibility;
- ensure the effective deployment of other resources within areas of responsibility;
- support all staff within your area of responsibility to have responsibility for their own work life balance;
- ensure budget holders within your area of responsibility are accountable for allocated resources;
- ensure all team resources are obtained in accordance with approved financial procedures.

Other

Engage with appropriate training and development opportunities to promote professional effectiveness in this role.

Person Specification:

Evidence to be provided on the Application Form and/or supporting statement

	Essential	Desirable
Commitment to safeguarding and promoting the welfare of young people	✓	
Educated to Degree Level	✓	
Qualified Teacher Status	✓	
Hold the National Award for SEN qualification or a willingness to gain the qualification	✓	
Further learning in preparation for leadership.		✓
A successful track record as a senior leader in secondary phase of education.		✓
Teaching experience in more than one school including experience of post 16 education		✓
Ability to teach across a range of subjects and key stages		✓

Evidence to be provided during the selection activities and/or in supporting statement:

Candidates should be able to demonstrate a good knowledge, experience and understanding of the following:

Outstanding learning and teaching and how to achieve it on a whole school basis

The process of strategic planning and school improvement planning

Inspiring confidence, motivating and empowering others

Ensuring the development of young people and their welfare is at the heart of all decisions

Developing and embedding a school vision

Effective leadership and management of staff, including professional development and appraisal

The role of the Board of Trustees of a high performing school

Effective communication with school stakeholders

Identifying strengths and weaknesses in individuals and systems, effectively managing change and holding senior and middle leaders to account.

Working under pressure, making effective decisions, meeting deadlines and delegation

Creative thinking and problem solving

Financial planning, budgetary management and accountability

School links with the local community and others

Disclosure:

The Board of Trustees is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations of safeguarding. The post holder is subject to enhanced disclosure from the Disclosure and Barring Service (DBS) and any other statutorily required checks.

Other:

- This appointment is with the Trustees of the school under the terms of a contract signed with the Trustees as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.
- All employees of The Blue Coat School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection.
- All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition.
- This job description is current at the date shown but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade.