

GLF Schools – EAHT Job Description

Job Title	Executive Assistant Headteacher – (SEND & Inclusion Lead)	Job Reference	
Location	Wokingham / Camberley Cluster	Travel required	Yes
Core purpose			
<ul style="list-style-type: none"> • The Executive Assistant Headteacher will work in partnership with the Executive Leadership Team to provide professional leadership and management to the schools. • To be responsible for ensuring and supporting the educational success of the school within the overall framework of the Multi Academy Trust as well as the individual school strategic plan. • line management of the SENCOs and responsibility for the PP strategy • Be responsible for behaviour, attendance, EAL and pastoral support • To achieve success for all members of the school community within a culture of continuous innovation rigorous review, the Executive Assistant Headteacher will shape the schools future by vision, leadership and direction and promote excellence, equality and high expectations of all children in both academic and wider curricular achievements. • Continuously explore modern technologies and education initiatives to create a safe and productive learning environment that is engaging and fulfilling for all children and staff. • It is the duty of the Executive Assistant Headteacher to deploy resources effectively to assist in achieving the schools aims and to support and develop its distinctive ethos. • Lead the day to day operation of the school's inclusion policy. • Champion the needs of vulnerable and disadvantaged children. 			
Key Accountabilities			
Strategic leadership			
<ul style="list-style-type: none"> • Collaboratively working with the Heads of School and Executive Headteacher to develop the shared vision and strategic plan for the schools which inspires and motivates children, staff and all other members of the school community • Developing a nurturing environment where every children is supported and challenged to meet their full potential • Promoting the schools vision and values within all aspects of the school • Leading and developing colleagues' performance so as to maximise the progress of all children. • Creating, maintaining and enhancing effective working relationships amongst all members of the school community • Setting targets, monitoring performance and reviewing the progress of staff according to the CPDD approach of the school • Leading curriculum initiatives that support the development of enriched and innovative experiences • Taking responsibility for the development, implementation and evaluation of SEND policies and practices • Providing CPD through modelling best practice, coaching and INSET 			

Learning and teaching

- To work alongside the Heads of School and Executive Headteacher as well as the SSB to secure and sustain effective teaching and learning throughout the school, monitoring and evaluating the quality of provision and using available data to set priorities for improvement
- Ensure that learning and teaching is at the centre of the schools decision making
- Teaching within the framework of present and future policies, paying particular attention to the policies for equality, safeguarding of children special educational needs and behaviour for learning
- Determine, organise and implement a diverse flexible curriculum and effective assessment framework
- Ensure a consistent and continuous focus on children achievement through monitoring and using data effectively for measuring children's progress, with a focus on ensuring that accelerated progress for low achievers and underperformers is developed and embedded
- Promote a culture of challenge and support for all children to enable them to achieve success and become engaged in their own learning
- Implement and support strategies that secure high levels of behaviour and attendance
- Provide staff and any other external individuals with guidance and support for learning and teaching strategies, with a focus on effective differentiation to meet the needs of all children.

Securing accountability

- To account for and support the efficiency and effectiveness of the school to the rest of the SLT, SSB and GLF board.
- Build and develop a school ethos which enables everyone to work collaboratively, share knowledge and understand, celebrate success and accept responsibility for outcomes
- Provide support to the Heads of School, teaching and support staff, with specific responsibility for inclusion and members of the team as directed by the Executive Headteacher
- Implement and monitor positive behaviour management strategies to support all childrens' social and emotional aspects of learning
- Lead on specific areas of the school development plan as agreed with the Executive Headteacher
- Contribute to the self-evaluation of the school
- Ensure a consistent approach with regard to SEND across the school
- Lead by example and demonstrate an enthusiastic approach to the development of a personalised and innovative whole school curriculum

Strengthening community

- Work effectively with other educational institutions locally and further afield building effective partnerships.
- Build and maintain effective relationships with parents, carers, partners and the community that enhance the education of the students and the wider community

Operational responsibilities

- Provide support to the Heads of School and Executive Headteacher on effective organisation and management of the school and identify ways of improving organisational structures and functions based on self-evaluation.
- Ensure compliance with education statute and employment legislation.
- Ensure safeguarding of students and health and safety of all children and staff.

Accountability

- The Executive Assistant Headteacher will report to the Heads of School and Executive Headteacher and GLF board, who have the overall responsibilities for standards within the school.
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.