

Job Title	<b>Assistant Head Teacher</b>
Job Type	Permanent
Job Hours	Full time
Pay Grade/scale	Leadership Scale Point 7 to 11 (£52377 to £57438 current rates)
Location	Hatchside School
Responsible to	Head of School

The professional duties of the Assistant Headteacher are carried out in accordance with the terms and conditions of the current version of Part X of the School Teachers Pay and Conditions Document (DFE)

### **Main purpose**

The Assistant Headteacher will be a member of the school-based leadership Team with the Head of School and Deputy Head of School.

The Assistant Headteacher will support the Head of School and Deputy Head of School to:

- Communicate the school's vision and ethos compellingly and support the strategic leadership of the school to promote high levels of achievement and safety in the School
- Contribute to the day-to-day operational management of the school including the efficient management of resources and deployment of staff
- Promote excellent progress and outcomes for pupils in learning and teaching
- Proactively contribute to the creation and implementation of the Whole School Development Plan
- Monitor and evaluate progress towards the achievement of the school's aims and objectives
- Support and ensure that the school fulfils statutory duties regarding the [SEND Code of Practice](#)

The Assistant Headteacher will also have a timetabled teaching commitment of 80%, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any other reasonable duties delegated from the Head of School/Executive Headteacher.

### **Qualities**

The Assistant Headteacher will:

- Uphold public trust in the school and its leadership maintaining high standards of ethics, behaviour and professional conduct at all times
- Build positive and respectful relationships across the whole school community
- Serve in the best interests of the school's pupils

### **Duties and responsibilities**

#### **School culture and behaviour**

In collaboration with the Head of School and Deputy Head of School, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Lead and demonstrate high expectations of pupil wellbeing and positive behaviour at all times, in line with school policy and practice
- Promote a culture of inclusion and model/embed practices that enable all pupils to reach their full potential
- Have ambitious expectations for all pupils

- To lead, model and promote nurturing relationships between pupils, their peers and staff to support emotional resilience and create a secure stimulating learning environment where measured learning risks and independence are actively encouraged
- Ensure that pupil voice is heard at all times, empowering pupil resilience and confidence and where appropriate, instil and embed the use of specialist AAC strategies

Page | 2

## **Learning and Teaching**

In collaboration with the Head of School and Deputy Head of School, the Assistant Headteacher will:

- Undertake all duties relating to the role of Class Teacher in accordance with the provision of the current School Teachers' Pay and Conditions Document, having due regard for the requirements of the curriculum, the school's ethos, aims and objectives and any required policies of the Trust.
- Establish and sustain high-quality teaching across the school, utilising a mentoring and coaching approach, based on monitoring and scrutiny of teacher planning and assessment documents/evidence, pupil work, pupil progress recording/reporting systems, learning walks and lesson visits, etc.
- Ensure the teaching of a broad, structured and coherent curriculum, which supports a range of learning styles reflecting the Astrum vision
- Contribute to the establishment of curriculum leadership/specialist learning and teaching approaches, identifying colleagues with relevant expertise and/or potential to develop this expertise and promote access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Promote the integration and generalisation of key skills development for all pupils across the school (e.g. communication/Literacy, Independence, subject-specific, etc.) throughout the school day and in the wider community, where appropriate
- Ensure that parents/carers are fully involved in their child's learning and development and well-informed about the curriculum, their child's personalised targets, progress and achievement
- Work collaboratively with a multi-disciplinary team of professionals and other Provisions/Services to meet the individual needs of pupils

## **Assessment**

The Assistant Headteacher will:

- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents/carers
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups, such as those eligible for the pupil premium or who speak English as an additional language
- Plan and implement interventions for those pupils who are not progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively (including promoting the use of the key-person/learning mentor approach)
- Ensure that individual pupils are identified and supported to access Statutory assessment/accreditation, as/when appropriate and support teachers to implement this, in line with Government/Awarding Body requirements

## **Organisational management and school improvement**

In collaboration with the Head of School and Deputy Head of School, the Assistant Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively
- As part of the school's safeguarding team, ensure staff and pupils' safety and welfare through effective approaches to safeguarding and Health & Safety, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk, including the use of dynamic risk assessment
- Ensure effective use of budgets and resources

- Identify challenges to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

### Staff management and professional development

In collaboration with the Head of School and Deputy Head of School, the Assistant Headteacher will:

- Act as a performance management team leader for a range of staff, including teachers/tutors and learning support staff, including carrying out appraisals and holding staff to account to their performance
- Manage staff effectively with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities to support the school and their own development
- To keep abreast of current policies, local/national changes and research to inform and develop teaching practice and provision offer for pupils across the school
- Proactively seek training and continuing professional development and learning (CPDL) to meet their own needs, including the development of strategic leadership skills and qualities

### Governance, accountability and working in partnership

In collaboration with the Head of School and Deputy Head of School, the Assistant Headteacher will:

- Work with the Schools Committee as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations (Within Trust and External)
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

### Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status/QTLS</li> <li>• Degree level qualification</li> <li>• Professional development in preparation for a leadership role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Leadership and management experience in a school</li> <li>• Significant and proven outstanding SEND and complex needs teaching experience</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line management experience</li> <li>• Demonstrable experience of successful staff development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Secure knowledge of the National Curriculum and/or other curriculum frameworks and their implications for pupils with disabilities and learning difficulties.</li> <li>• Be able to demonstrate a commitment to meeting the needs of pupils with a range of SEND, including those with sensory impairments and their associated behaviours</li> <li>• Effective and considered communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Be able to work collaboratively with colleagues from a range of professional disciplines and other key stakeholders</li> <li>• Be able to plan time effectively, manage workload of themselves and support</li> </ul>

	colleagues to do the same • Excellent ICT skills
<b>Personal qualities</b>	• Be an innovative and creative thinker, who is able to anticipate and solve problems and inspire others to the same • Be committed to self-reflection, continuing your own professional development and learning with a drive for acquiring new knowledge • Model being an excellent team member and leader, facilitating a culture of professional dialogue which is conducted in an honest and respectful manor • Be self-motivated, resilient and flexible • Have enthusiasm, integrity, energy, a sense of humour and fun

### Responsibilities for all staff

- Promote the vision, and contribute to the overall aims and values of the school and trust and in so doing, support its leadership.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for ensuring that personal and sensitive data processed within the school and trust is treated with confidentiality and kept secure and in line with Data Protection guidance including General Data Protection Regulations.
- Be aware of and support difference and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote and ensure own health and safety, as well as that of colleagues, pupils and the public (in accordance with appropriate health and safety legislation) at all times. All employees should co-operate with leadership, follow established systems of work, use protective equipment where necessary and report defects and hazards in the appropriate way.
- Duties and responsibilities of the post may change over time as requirements and circumstances change.

### Other Requirements

- You must have an up-to-date Enhanced DBS Disclosure which the trust will apply for, on your behalf, if you are appointed to the role
- Present a positive, professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- The trust is committed to Safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment
- All employees are expected to comply with the Code of Conduct for Employees, School policies, their conditions of service, and appropriate legislation.

### Notes:

- This job description may be amended at any time in consultation with the postholder.