



Hatton
Special School

Assistant Headteacher

Application pack

Job description

and

person specification

Welcome from the Headteacher

Thank you for your interest in the post of assistant Headteacher at Hatton Special School.

I joined the school in September 2023 and feel privileged to be working with such an amazing group of pupils and a friendly, committed and talented staff team.

We have 199 pupils on roll, most with a diagnosis of autism. They are grouped in 26 classes, two of which are co-located in mainstream schools, providing these pupils with inclusion opportunities. We have approximately 170 staff in our school. It is a large but friendly community, you will receive a warm welcome and quickly feel part of the Hatton family.

This is an exciting time to be joining our school as we are growing to provide much needed additional SEND place for Redbridge pupils. We are working with the local authority to design our new building at Park Avenue in Ilford, this will become our upper school site when the newly refurbished building opens in September 2025. We are recruiting to increase leadership capacity to support our school growth.

Assistant Headteachers are responsible for the oversight of pastoral care and overall curriculum provision for pupils in either the lower or upper school. You will also support line management of the teachers of these classes. You will work directly with one of our Deputy Headteachers and be supported in your role by team leaders. Our Assistant Headteachers have a significantly reduced teaching commitment to give you time to achieve this, but it is also expected that you will be accessible and present in classes and around school. We believe that effective leadership is collaborative and leaders are fully informed, to enable and empower others to be successful.

As part of the senior leadership team, you will apply your experience and insight to help set the strategic direction to drive school development and innovation. Hatton School has a strong track record and we are proud of our achievements; that does not mean we are standing still. We are ambitious for our pupils and are committed to continued improvement and development. Development priorities for our school include improving communication opportunities and the use of AAC across the school and evidencing impact of our curriculum on pupil progress.

We recently updated our curriculum purpose, mission and vision. We aim “to light the fire of curiosity and enquiry in the mind of every pupil, by empowering our staff to be ambitious and creative and take risks in learning. Leading to amazing lessons where we learn, grow and achieve; together”.

Hopefully this is a vision you can help us realise and the kind of school you would like to join.

We promise to invest in the induction and training of all new staff so that they can be successful. We have high standards and are aspirational, but we also realise our staff work best when they feel supported, their hard work is appreciated and workload is reasonable.

Our website will provide more information about our school, I also encourage you to visit us if you can. Alternatively, if you are unable to visit but would like an informal conversation about our school that can also be arranged. Please telephone the school and ask for Meraph Kiflay, our HR Administrator, who will be happy to arrange this.

We are proud of our school, putting our pupils at the centre of all we do. Becoming a member of our team means you will join us in making a real difference in the lives of these very special young people.

I do hope you decide to apply, we look forward to learning more about you and what you could bring to our school as a member of the Hatton staff team.

Yours sincerely,



Chris Smaling

About Hatton Special School

Who we are: we are a community dedicated to making a difference in the lives of our pupils. Working with families and other professionals we do all we can to prepare our pupils for a successful future.

Our purpose is clear: to light the fire of curiosity and enquiry in the mind of every pupil.

About you: everyone at Hatton is a team player. Whatever role someone has in the school their work contributes to our pupil's success.

Our values: you will need to share our values: respect, learning, compassion, honesty, growth, responsibility and diversity.

What's in it for you: you will soon appreciate that your hard work and passion is making a real difference. It will not always be easy, but we think you'll always feel it's worth it.

About your role

Job Title	Assistant Headteacher
Grade	L13 – L17 (£70,875 - £77,775)
Start date	April 2025 (we would consider September 2025 for the right candidate)
Reporting to	Headteacher

This role provides an important link between the senior and middle leaders. You will need to work between strategic and operational roles, always holding high quality education and pupil achievement in your sights.

Within the senior leadership team, you will set and help drive strategic development priorities. You will support teachers in your part of the school to deliver high quality lessons and collect quality evidence of achievement. You will work alongside pupils' families to ensure their best interests are served in school and beyond.

Job description

Main purpose

The role of the Assistant Headteacher is important to the strategic development of the school as well as the effective management of the school's operational functions. The Assistant Headteacher is expected to operate within the agreed leadership system of the school, under the line management of a Deputy Headteacher.

Duties and responsibilities

Strategic Leadership & Development of the School

- To be a role model to all staff and exemplify teachers' standards and professionalism.
- To consistently model the values and ethos of the school.
- To be a member of the senior team with significant specific areas of whole school responsibility in line with the current and changing needs of the school.
- To work effectively within senior team and take collective professional responsibility.
- To effectively communicate with parents, pupils, staff and governors.
- To listen, reflect and have the capacity to be flexible.
- To assist the Headteacher in the developing, implementing, monitoring and evaluating the school development plan.
- To lead on assigned aspects of the school development plan, other projects and developments.
- To work with the Headteacher, governing body, staff and other stakeholders to create a clear vision, direction and operational framework for the school and establish the policies through which aims and objectives can be achieved.
- To be creative and effectively support individuals, teams and the whole the school through periods of change.
- To lead on well-being for staff across the school.
- To be a member of the school's safeguarding team and a Deputy DSL.
- To promote equality of opportunity and high-quality relationships across the whole school community.

Teaching and Learning

- To model, support and develop high quality teaching across the school for pupils with complex needs.
- To maintain effective systems to evidence the quality of education and achievements of pupils.

Leadership and management of staff

- To undertake the annual Performance Management, setting and agreeing targets linked to the school development plan and setting proprieties with the Headteacher.
- To lead school developments including curriculum, assessment, supporting and monitoring of others' action plans, measuring impact and outcomes.
- To work with the Headteacher, Governing Body and other senior staff to recruit staff of the highest quality.

- To assist the Headteacher and deputies to motivate and enable staff to carry out their duties to the highest standards through high quality continuing professional development.

Management of premises and resources

- To support the Headteacher and deputies with the organisation of the environment to ensure it meets the curriculum needs of all students.
- To champion acquisition and adoption of the best resources and ensuring their effective use to effectively provide quality education for our pupils.

Parents and the wider community

- Take a leading role with the Headteacher and Deputy Headteachers to coordinate strategies to develop positive partnerships with parents, local authority, and other agencies across the wider community to support and improve pupils' learning, social development and wellbeing.
- To identify, with the Deputy Headteachers, training priorities for parents/carers and other stakeholders.

Person specification

Essential	Desirable
Qualifications and training	
Qualified Teacher Status	Additional or advanced qualification in teaching pupils with special educational needs
Evidence of relevant professional development	NPQML or NPQSL
Experience	
Proven high standards of classroom management, teaching and organisation skills.	Experience of supporting the professional development of others
Successful leadership at middle leader (or equivalent) level	Evidence of leading curriculum, behaviour support or other whole school developments.
Experience of managing and leading a staff team	Experience of leading appraisal/performance management
Experience of contributing to planning and/or delivery of school or department development plans	Experience of leading whole school CPD
Ability to engage and communicate with parents or other professionals to promote positive partnerships	Experience in supporting families with issues or supporting improvements in attendance.
Understanding of the factors affecting challenging behaviour and positive behaviour support strategies.	Experience of supporting colleagues in developing strategies to deal with behaviour that challenges
Understanding of strategic leadership	Experience of policy development and working with governors
Demonstrate excellent interpersonal skills and inspirational leadership	Experience of ensuring accountability and supporting colleagues to improve
Ability to manage change, maintaining a positive 'can do' attitude, putting pupils first.	Prioritise conflicting demands, make difficult decisions and negotiate compromise
Knowledge of how monitoring, data and assessment contribute to successful outcomes.	Experience of data analysis, classroom observation and feedback
A creative and exciting learning environment where pupils' work is celebrated through quality displays	Plan and lead whole school celebrations and events alongside other staff.

Personal qualities

Excellent interpersonal skills, being diplomatic and sensitive in dealing with families, colleagues and other professionals.

Ability to problem solve, think creatively and motivate colleagues by example.

Ability to give and receive feedback in a sensitive and timely manner.

Ability to be well organised, self-motivated and a reliable, effective member of the team; able to ask for help and support when needed

An enthusiasm for involvement with pupils, staff, families, governors and the wider community

Commitment to ongoing professional development

Commitment to support the development of others

Other criteria

Excellent punctuality and reliability

An understanding of and commitment to Equality and Diversity

An understanding of and commitment to Health and Safety

A commitment to the safeguarding and welfare of all children and the ability to work within the school's policies and procedures.

Enhanced DBS check will be required for successful candidate.



*'Lighting the fire of curiosity and enquiry
in the mind of every pupil.'*

Hatton Special School

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 Hattonspecialschool.co.uk