

Assistant Headteacher Job Description

Post Title	Assistant Headteacher (Newcastle Bridges School)
Salary Grade	L8 - 12
Reporting To	Headteacher
Line Management of	To be assigned
Responsibilities	Generic leadership and management responsibilities of member of School Leadership Team. To carry out the professional duties of a teacher.

Job Purpose (including main duties and responsibilities)

- To ensure the vision and values of Prosper Learning Trust are core to the development of the academy
- To support the Headteacher and other senior colleagues in formulating the aims and objectives of the school; establishing the policies through which they will be achieved; managing staff and resources to that end; and monitoring progress towards their achievement
- Carry out the professional duties of an Assistant Headteacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum
- Assist the Headteacher and the School Leadership Team in the management, organisation and running of the school, including assisting in the development and implementation of school aims, procedures, policies and practices
- Manage staff and resources in a specified area of responsibility.
- To manage and monitor budgets for a specified area of responsibility

Leadership, Strategic Direction and Development

- Support the aims, vision and policies of the school and promote high levels of achievement
- Support the creation and implementation of the School Development Plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it
- Support staff in achieving priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing appropriate teaching and learning strategies
- Support the evaluation of the effectiveness of the school's policies and developments and cover issues of inclusivity
- Ensure that parents are well informed about the school curriculum, its targets, children's attainment and progress and their part in the process of improvement
- Demonstrate good teaching practice and innovate, inspire and motivate other staff
- Promote teamwork and trust and be a professional role model for other staff
- Participate in, and where appropriate, lead staff training and development and continuous professional development
- Act as a 'critical friend' and provide effective professional challenge and support to the Headteacher and Deputy Headteacher

Teaching and Learning

- Support the Headteacher and Deputy Headteacher to develop the appropriate pedagogy for pupils in the school (specify as appropriate)

- Support the Headteacher and Deputy Headteacher in determining and delivering an appropriate curriculum for the school and ensure that each pupil's education programme meets their individual needs
- Support the Headteacher and Deputy Headteacher in the monitoring of the quality of teaching and pupils' achievements in a designated area of provision including the analysis of performance data (specify as appropriate)
- Support the Headteacher and Deputy Headteacher in developing links with parents, other schools, educational institutions and the wider community, in order to enhance teaching and learning and children's personal development

Effective Deployment of Staff and Resources

- Demonstrate good teaching practice and innovate, inspire and motivate other staff
- Promote teamwork and trust and be a professional role model for other staff
- Assist the Headteacher and Deputy Headteacher in the implementation of performance management systems
- Work with SLT members to provide effective induction of all new staff
- Support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities
- Support the Headteacher and Deputy Headteacher in the management and organisation of relevant groupings of children to ensure that effective teaching and learning takes place and that children's personal development needs are met

Specific Responsibilities

- Be responsible for all aspects of a school phase, including acting as Educational Visits Coordinator for that phase
- Coordinate and manage the curriculum, including directing the work of subject coordinators and leading a subject to ensure that it is fit for purpose and accessible to all pupils
- Organise and carry out Annual Reviews and in some circumstances assess pupils and prepare families for the formal procedures set down in the SEN Code of Practice. This will include supporting other teachers in writing Educational Advice
- Help facilitate the transfer of young people with special needs between the sectors of education and the transition to and from school
- Work effectively within a multi-agency framework to plan and deliver a co-ordinated service for the young people and their families that is monitored and reviewed regularly
- Act as a school representative within networking groups across PLT and local authority • Establish and maintain a wide network of communications around individual pupils and their families • Support extended services developments throughout the school.

Safeguarding Pupils

- Have due regard for safeguarding and promoting the welfare of pupils ensuring that child protection procedures are adopted and adhered to by the academy
- Ensure that the highest priority is given to following the guidance and regulations to safeguard children and pupils
- Ensure the safety and welfare of children, pupils and vulnerable adults at all times
- Report to the appropriate authorities any concerns relating to child protection or

protection of vulnerable adults

- Ensure all stakeholders have undergone the statutorily required clearance

Accountability

- Work closely with the Headteacher and colleagues in the School Leadership Team
- Provide information, advice and support to the Headteacher to enable them meet their responsibility for securing effective teaching and learning, high achievement and value for money
- Contribute to the regular Headteacher report to each meeting of the Local Advisory Committee on matters pertaining to the specified area of responsibility
- Work with the Headteacher to regularly review performance and development, set personal targets and take responsibility for own development
- Carry out such other duties as required by the Trustees, CEO, Director of School Improvement, Local Advisory Committee or Headteacher that are commensurate within the role
- The post holder will be required to carry out their duties in line with professional standards and codes of conduct

General Information

The academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you may be changed by the CEO to reflect or anticipate changes in Prosper Learning Trust priorities or the job commensurate with the job grade and title.

Person Specification

The CEO and Local Advisory Committee, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title, may modify the person specification.

Method of Candidate Assessment: A = Application
 I = Interview
 R = Reference

Essentials	Desirable	A/I/R
Qualifications		
Qualified Teacher status		A/I
Evidence of relevant professional development at middle or senior leadership level		A
Evidence of recent relevant professional development and training in specified area of job role	Recent safeguarding training	A
Commitment to further develop own professional knowledge and skills		A/I
Experience		
Substantial experience of successful leadership at a middle leader (or equivalent) level in a mainstream, AP or SEND environment	Experience with SEND or AP pupils	A/I
Experience in a middle leadership role of supporting vulnerable pupils	Experience of collaborative working with vulnerable families and multi-agency teams to support pupils and their families	A/I
Some experience of change management	Some experience of budget management	A/I/R
Experience of innovative curriculum design or pastoral leadership that reflects the needs of the pupils	Experience managing an extended school curriculum	A/I/R
Experience of managing and leading staff	Experience as a lead for appraisal	A/I
Experience of contributing to the planning and evaluation of a School or Departmental Development Plan or sections thereof		A/I
Experience of using a range of tools and evidence to monitor and evaluate aspects of a provision	Experience of use of pupil performance data to evaluate provision	A/I
Experience of working successfully with some stakeholders and/or external agencies	Successful experience of working with a diverse community	A/I
Knowledge and experience of the common inspection framework in a leadership and management role (Ofsted)		A/I
Evidence of implementing effective whole school safeguarding policies and practice	Experience of being the Designated Lead for Safeguarding or the Deputy Designated Lead for Safeguarding Has undertaken the role of Designated Teacher for	A/I

	Children in Care and Previous Children in Care	
Abilities and Skills		
Able to provide effective and inspirational leadership that inspires confidence and motivates staff, parents and pupils		A/I/R
Able to prioritise and organise the demands of being an Assistant Headteacher and being able to delegate effectively		A/I
Experience of leading and managing staff		A/I
Demonstrate excellent interpersonal skills, both written and oral		A/I/R
Knowledge and Understanding		
Knowledge and understanding of pupils with a wide range of moderate and complex educational needs	Experience of managing transitions to the next setting	A/I
Clear understanding of the role of self-evaluation in the continuous improvement of the School		A/I
Secure knowledge and understanding of safeguarding procedures	An understanding of the role of extended school activities and the role they play in the community	A/I
Knowledge and understanding of issues around equality, diversity and well-being	Knowledge and understanding of legal issues, including equal opportunities	A/I
Personal Qualities		
Exceptional role model with the highest standards of integrity, who is approachable and demonstrates a strong and collaborative leadership style		A/I/R
Dynamic and reflective leadership qualities that ensure the continual drive towards excellence for all pupils		A/I
Ability to make difficult decisions based on putting the pupils first		A/I
Ability to manage change and work under pressure		A/I
Willingness to ask for advice and support where necessary		A/I