**Special School Assistant Headteacher**

**Job Description**

**Job title:** Assistant Headteacher (class based)

**Responsible to:** The Headteacher / Deputy headteacher

**Salary:** Leadership spine

**Staff supervised:** Year team leaders, Subject leaders.

**Responsible for:** Leadership and management of learning and teaching / curriculum

**Main purpose of the job**

The assistant headteacher will support the headteacher and deputy headteacher in:

* Communicating the school’s vision compellingly and supporting the headteacher’s strategic leadership
* The day-to-day management of the school
* Formulating the aims and objectives of the school
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards meeting the school’s aims and objectives
* Ensuring high quality education and care for the pupils so that they are safe and happy at school.
* Enabling pupils to be successful learners and achieve high standards.
* Carrying out teaching duties as required
* Responsibility for promoting and safeguarding the welfare of children and young people within the school
* Fulfil the professional responsibilities of this role, as set in the School Teachers’ Pay and Conditions Document (STPCD).
* In the temporary absence of the Headteacher and their designate to assume responsibility as ‘teacher in charge’ and manage in line with school policies and guidelines.

**Duties and responsibilities**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

# Supporting Strategic Direction and Development of the School:

* Support the Governing Board in its vision, purpose, and leadership of the school.
* Secure effective teaching and successful learning and achievement by pupils.
* Develop and manage effective whole-school assessment.
* Contribute to school self-evaluation and the School Improvement Plan.
* Ensure school improvement, the achievement of objectives and the education success of the school.
* Contribute to the management, finance, and administration of the school in support of its vision and aims.
* Monitor, evaluate and review the effectiveness of the school’s policies and priorities.
* Lead key areas of school self-evaluation and monitoring, as directed by the Head Teacher.
* Develop partnership and multi-disciplinary working.
* Actively support and contribute the Schools Enrichment (after/out of school) Programme.

# Supporting Learning and Teaching:

* Take a lead responsibility for developing and maintaining high standards of teaching and learning in the school.
* In collaboration with the Headteacher and Deputy Headteacher, to monitor and evaluate the quality of teaching and learning within the phase, including lesson observation, statistical analysis, and target setting.
* Support, oversee and monitor the delivery of the curriculum, lesson planning, target setting and home- school communication within the primary phase, including covering lessons as and when required.
* Review the curriculum and its assessment in order to identify areas for improvement and set targets for the school and individual pupils.
* Develop effective links with the community and parents to extend the curriculum and improve pupils’ achievements and personal development.
* Demonstrate and model to colleagues the characteristics of good and outstanding teaching.
* Promote respect and understanding of diverse cultures, languages, and ethnic groups, including faith groups.
* Support the whole-school approach to Communication as a cross-curricular theme and ensure consistency of practice with other special schools in Ealing.
* Develop systems within the school that support positive behaviour and ensure that school staff maintain the capacity to manage challenging behaviour effectively and safely in the context of Team Teach.
* Exercise strategic leadership over the use of Information and Communications Technology to support effective teaching and learning.
* In collaboration with the Deputy Headteacher, to liaise with the Local Authority and other schools regarding the transition arrangements for pupils to and from the school.

# Supporting Leading and Managing Staff

* Lead, motivate, support, challenge and develop staff to secure improvement, including demonstrating a commitment to their own professional development.
* Ensure effective working relationships are formed between staff, and between staff and pupils.
* Support an effective system for the review and performance management of staff.
* Supporting and taking a key role in Human Resource Management, including recruitment, retention, staff absence management, disciplinary, grievance and capability.
* Motivate and enable teachers to develop expertise in their respective roles through personal coaching and the organisation of high quality, continuing professional development.
* Help ensure that the professional duties of staff are fulfilled, as specified in the Terms and Conditions of Service for Teachers.
* Prevent and address racism/bullying and to promote harmony.

# Supporting Efficient and Effective Deployment of Staff and Resources

* Manage staff and resources efficiently and effectively in line with the objectives in the School Improvement Plan and within the school budget.
* Support effective administration and control.
* Manage and organise accommodation efficiently and effectively to meet the needs of the curriculum and health and safety regulations.
* Manage, monitor, and review the use of available resources to improve the quality of education and secure value for money.

# Accountability

* Uphold and promote the school culture as specified in the School Mission Statement.
* Provide information advice and support to the Governing Body to enable it to meet its responsibility for securing effective teaching and learning, and improved standards of achievement and value for money.
* Provide accurate assessment data and contribute to data analysis.
* Present an account of the school’s performance in a form appropriate to a range of audiences including Governors, parents, local community, OFSTED, Education Services.
* Be responsible for promoting and safeguarding the welfare of children and young people in the school in partnership with senior colleagues.
* Be responsible for staff welfare.
* Report to the Governing Body on the progress made by Looked after Children.
* Support the responsibilities of Educational Visits Co-ordinator.
* Ensure that parents and pupils are well informed about the curriculum and targets for improvement.
* Be responsible for all aspects of the management and organisation of the phase teaching and support team, establishing and maintaining clear and effective channels of communication with colleagues, SLT (Senior Leadership Team), parents, governors, and multi-professional agencies.

# General Duties:

* Fulfil the duties of a schoolteacher as specified in the current School Teachers’ Pay and Conditions Document.
* Attend case reviews and other Local Authority conferences and liaise with support services as necessary.
* Attend weekly staff, team, and curriculum meetings.
* Participate in school and Local Authority based in-service training.
* Work with parents in support of student’s learning including the provision of home learning opportunities.
* Carry out all job responsibilities with due regard to the school’s Equality and Diversity policy.

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| *This post is subject to Enhanced Disclosure procedures.  As a member of the Senior Leadership Team this post is not subject to the directed time limitations attached to other teaching positions outlined in the School Teachers Pay and Conditions Document.*  *This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may be subject to change. Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Nothing will be changed without consultation.*  *The post holder will be expected to work in partnership with all school staff including the Senior Leadership team, parents/carers, internal and external visitors to provide an efficient and flexible delivery of a range of services. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.*  *This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate. It may be subject to modification at any time after consultation with the postholder.* |

Staff member’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Assistant Headteacher

Person Specification

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check. Candidates, please address all criteria marked \*\* in your application.

**Qualifications and training**

1. Qualified teacher status or equivalent – detail please on application form.
2. Evidence of further recent relevant study in preparation for a leadership role – detail please on application form.

# Experience – show evidence of

1. Recent experience of working successfully as a senior or middle leader in a school. \*\*
2. Evidence of whole school responsibility and experience of turning policy into effective and successful practice. \*\*
3. Leadership of a significant area or phase including responsibility for raising standards across the whole school. \*\*

# Professional knowledge and skills

1. Understanding of high-quality teaching, the ability to model this and support others to improve. \*\*
2. Ability to analyse statistical / data to evaluate performance and produce reports with attention to detail. \*\*
3. Ability to effectively manage children’s behaviour positively and to promote good relationships. \*\*
4. Effective communication and interpersonal skills. \*\*
5. Ability to communicate a vision and inspire others. \*\*
6. Ability to build effective working relationships with a range of external agencies / stakeholders. \*\*
7. Ability to work under pressure and prioritise effectively. \*\*
8. Lead and manage a school team/s to successfully achieve agreed goals. \*\*
9. Be an effective team player that works collaboratively and effectively with others. \*\*

**Personal qualities** – part of interview

1. Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
2. A commitment to obtaining the best outcomes for all pupils and promoting the ethos and values of the school.
3. Build positive and respectful relationships across the school community.
4. Commitment to safeguarding and equalities within a school setting.
5. Commitment to maintaining confidentiality as appropriate at all times.
6. Willingness to play a part in the wider life of the school e.g., school community events and school events.