

## Assistant Headteacher Job Description

Post Title	Assistant Headteacher
Salary Grade	L7 – L11
Reporting To	Headteacher
Responsibilities	Teaching and learning throughout the school with particular responsibility for an identified phase(s). To carry out other leadership and management responsibilities or tasks allocated. To carry out the professional duties of a teacher.

### Job Purpose (including main duties and responsibilities)

- To ensure the vision, value and ethos of Prosper Learning Trust is core to the development of the academy
- Play a major role in:
  - a) formulating the aims and objectives of the school;
  - b) establishing the policies through which they will be achieved;
  - c) managing staff and resources to that end; and
  - d) 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 Senior Leadership Team in the management, organisation and running of the school, including assisting in the development and implementation of school aims, objectives, procedures, policies and practices
- Manage staff and resources in their specified area of school. To manage and monitor budgets for their specified subject co-ordination area

### Leadership, Strategic direction and development

- Support the vision, ethos 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 specialist teaching programmes for children and young people with autistic spectrum disorder
- Support the 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 school phase including the analysis of performance data
- 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
- Coach staff to develop expertise in teaching children and young people with autism

### 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 Co-ordinator 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

- To act as a Deputy Designated Safeguarding Lead
- Have due regard for safeguarding and promoting the welfare of pupils ensuring that the 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
- To 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
- Undergo an Enhanced Disclosure and DBS checks and obtain any other statutorily required clearance
- Ensure all stakeholders have undergone the statutorily required clearance

#### **General Information**

The Trust 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.

## Assistant Headteacher Person Specification

The CEO and Governing Body, 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
<b>Qualifications</b>		
Qualified Teacher status	NPQSL An additional special qualification in SEND/ASD	A/I
Evidence of relevant professional development at middle leadership level		A
Evidence of recent relevant professional development and training, including safeguarding		A
Commitment to further develop own professional knowledge and skills		A/I
<b>Experience</b>		
Substantial experience of successful leadership at a senior level in a SEND environment	Experience with ASD pupils	A/I
Experience of collaborative working with vulnerable families and multi-agency teams to support pupils and their families		A/I
Proven record of innovative curriculum design that reflects the needs of the pupils	Experience managing an extended school curriculum	A/I/R
Experience of managing and leading a range of staff	Experience as a lead for appraisal	A/I
	Experience of planning, and evaluating a School Development Plan.	A/I
Experience of using a range of tools and evidence, including learner performance data, to support, monitor, evaluate and raise standards in all aspects of provision		A/I
Successful experience of working with a diverse community	Experience of working with governors / Local Advisory Committees, parents, Local Authority and other partners	A/I
Evidence of implementing effective whole school safeguarding policies and practice		A/I
Knowledge and experience of the common inspection framework in a leadership and management role (Ofsted)		A/I
<b>Abilities and Skills</b>		

Essentials	Desirable	A/I/R
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
Demonstrate excellent interpersonal skills, both written and oral	To communicate a clear vision so that others are inspired to embrace it	A/I/R
<b>Knowledge and Understanding</b>		
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	Knowledge and understanding of local and national trends and requirements in special education	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 legal issues, including equal opportunities	A/I
<b>Personal Qualities</b>		
Exceptional role model with the highest standards of integrity, who is approachable and demonstrates a strong and collaborative leadership style		A/I/R
Ability to make difficult decisions based on putting the pupils first	Dynamic and reflective leadership qualities that ensure the continual drive towards excellence for all pupils	A/I
Ability to manage change and work under pressure		A/I
Willingness to ask for advice and support where necessary		A/I