

Assistant Headteacher – Achievement and Careers

Job Description

Reports to: Headteacher

Status of Post: This is a senior leadership post

Job Purpose

As Assistant Headteacher – Achievement and Careers. You will play a pivotal role in driving high standards across the curriculum towards accredited qualifications and in developing an ambitious careers programme. Your leadership will be instrumental in developing our offer, ensuring it is fit for purpose and meet the needs of all learners. You will ensure evidence is collated and assessment kept up to date, with support from the Deputy Headteacher you will analyse and provide data for governance etc. As part of the Senior Leadership Team (SLT) you will be integral to the culture of the school, driving high standard and excellent outcomes for learners.

Areas of Responsibilities

Key Responsibilities

- To oversee the staff leading delivering accredited qualifications, Careers and statutory assessments and exams.
- Ensure careers education is embedded throughout the curriculum, working with SLT to ensure it is relevant for our learners and is reflected in planning and assessment.
- Monitoring and supporting the Deputy Headteacher with the school's recording system.
- Monitoring of teaching quality and learner achievement (lesson observations & learning walks). Oversee target setting, including effective implementation of EHCP targets.
- Contribute to CPD, developing staff skills, knowledge and pedagogical understanding for our learners taking into consideration the students' needs.
- Policy Development and Review– Contribute to the development, review and implementation of the Assessment, qualifications and careers policies to ensure compliance with statutory requirements.

General Responsibilities

- Safeguarding and well-being: safeguard and promote the welfare of children, ensuring a safe and inclusive environment where every learner can succeed and staff feel safe to work.
- Collaboration and Leadership: Work closely with the Headteacher and SLT to provide strategic leadership, contributing to the overall management and success of the school.
- Staff Development: Support and develop staff through effective line management, ensuring high standards of professional practice, and fostering a collaborative, supportive working environment.

Strategic Direction, Leadership and Management

- Work with the Headteacher and SLT to ensure the vision for the school is clearly articulated, shared and acted upon by all.
- Work with other staff to translate this vision into agreed objectives and operational plans which support and sustain improvement and growth.
- Ensure that all strategic planning takes account of the diversity, values and experience of the school

community and wider stakeholder network.

- Support the creation and implementation of an integrated school improvement plan and take responsibility for appropriately delegated aspects of it.
- Support staff and stakeholders in achieving the priorities and targets the school sets for itself.
- Support the evaluation of the effectiveness of the school's policies and developments.
- Support the Headteacher in the administration of the school's performance management policy.
- 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 for the benefit of all students.
- Lead groups of staff in development activities, delegate appropriately and evaluate outcomes.
- Work with the Headteacher in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.
- Use and integrate a range of technologies effectively and efficiently to assist in the management of the school.
- Present, as directed, a coherent, understandable and accurate account of the school's performance to a range of audiences.

Leading and Managing Staff

- Support the Headteacher in developing positive working relationships with and between all staff; provide and sustain motivation and a positive culture.
- Plan, delegate and evaluate work carried out by teams and individuals to ensure a consistent approach across the school curricula.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Assist the Headteacher and SLT in maintaining effective strategies and procedures for staff induction, professional development and performance review.
- Work with colleagues to implement coaching and mentoring systems which aim to provide all staff working across curriculum with appropriate levels of support and challenge.
- Have an active commitment to CPD and lead by example in this area.
- Manage his or her own workload and that of others to enable an appropriate work/life balance to be achieved.

Leading Achievement, Qualifications and Careers

- Ensure a consistent and continuous school-wide focus on learner achievement, using data and benchmarks to monitor progress in every learners's academic and personal development.
- Contribute to the determination, organisation and implementation of a diverse, flexible curriculum.
- Support the development of new and emerging technologies to enhance and extend the school experience of all students.
- Assist the SLT in monitoring, evaluating and reviewing the planning and events.

Leading social and emotional development for learners.

- Work closely with senior leaders and take a lead role in establishing and maintaining and implementing the PSHE/RSE, and careers policy.
- Develop and implement systems for recording and tracking the progress of individuals and their destination.
- Collect, collate, interpret and present specialist assessment data and co-ordinate the annual target setting process.
- Work within the Code of Practice relating to Special Educational Needs.
- Monitor, evaluate and contribute to relevant aspects of EHCP process at whole school level and inform future targets.

Leading care and welfare

- Develop and sustain elements of each of the curricula which promote improved access and inclusion and thereby ensure that all learners are offered a learning environment and experiences which enable them to exercise their responsibility towards others (to include teaching Programmes and focused work with selected students designed to enable personal, social, emotional and sensory development)
- Work closely with other colleagues as a member of the Senior Leadership Team so that health and safety and care and control related training and support arrangements are coordinated with other elements of the school's organisation.
- Work with the SLT to plan responses to a range of foreseeable crises and manage any major incidents that may occur.

Resource Management

- Identify the resources required to meet the needs of students, working with the Headteacher to establish priorities for expenditure across the whole school.
- Liaise with relevant colleagues to manage and organise the school environment to ensure that it enables the effective delivery of the curriculum, supports accessibility and complies with health and safety regulations.
- Lead and manage specific developments and projects as directed.

Strengthening Community

With the Headteacher:

- Build an inclusive and positive school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Collaborate and liaise with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain effective partnerships with parents and carers.
- Enhance and enrich the school profile and share its values and successes with the wider community by inviting parents, carers, businesses, other organisations and community figures into the school and actively seeking their support.
- Share effective practice in partnership with other schools and promote innovation.
- Cooperate and work with relevant agencies to safeguard children.

Developing self and working with others

With the Headteacher:

- Build a positive collaborative learning culture where all people are treated fairly and with dignity and actively engage with other schools to build effective learning communities.
- Maintain a culture of high expectations for self and others, regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- Manage your own workload and that of others to allow an appropriate work life balance.

Other Duties and Responsibilities

- Ensure that your performance and presentation models all the appropriate professional standards required by outside regulatory bodies, as well as being in line with the company code of conduct, values and expectations.
- Ensure that the school complies with statutory regulations and requirements.
- Ensure that the School Policies are applied consistently.
- Contribute positively and effectively to co-ordinate the management of serious and/or notifiable incidents, as required and directed by line managers.
- Liaise with outside agencies as appropriate.
- Complete, countersign and monitor necessary documentation.

- Monitor the basic condition of buildings and accommodation, reporting any areas of concern or potential non-compliance with statutory regulations to appropriate staff.
- Support the external inspection process and be available to regulatory bodies as requested and/or required.

Person Specification– Assistant Headteacher

<i>Essential</i>	<i>Desirable</i>
Qualifications	
☐ Evidence of continuing professional development relating to school leadership and management, including strengthening PD across the school. ☐ Ability to identify own learning needs and to support others in identifying their learning needs. ☐ Achieved or ambition to work towards an NPQ Senior Leader Courses	☐ Qualified Teacher status ☐ Evidence of additional further educational qualifications ☐ Experience of working with other schools/organisations/agencies ☐ Experience of leading/coordinating professional development opportunities
Experience	
☐ Experience of driving whole school initiatives with proven successful outcomes ☐ Substantial knowledge and understanding of specialist settings ☐ Subject and middle Leadership experience ☐ Substantial, successful teaching experience ☐ Experience of working with and teaching children with complex learning, social and emotional needs ☐ Experience of developing alternative curriculums ☐ Experience of working with pupils with autism ☐ To have led a department through inspection and to understand the expectations around external accountability.	☐ Experience of being part of the Senior Leadership Team ☐ At least 5 years of successful teaching experience ☐ Teaching experience in KS3 and 4 ☐ Curriculum leadership in one or more core subjects ☐ Experience of teaching in more than one school ☐ Experience of working in an Independent School setting ☐ Taking a lead on parts of regulatory inspections.
Knowledge & Understanding	
☐ Knowledge and understanding of data analysis and the ability to use data to set targets for improvement. ☐ Confident in whole school self-evaluation ☐ Understanding of how children & young adults cognitively develop. ☐ Understanding of complex learning needs including attachment disorders, ADHD, SEMH and autism spectrum conditions ☐ Knowledge of the SEN Code of Practice and its implementation within an SEMH Setting ☐ Knowledge of the SENCO Procedures and completion of the relevant paperwork in line with statutory guidance. ☐ Knowledge of needs relating to autism	☐ Evidence of having successfully translated vision into reality at whole school level ☐ Use of evidence for learning analysis software to support the collection of data to influence interventions

Leadership Skills	
☐ Assisting in leading and developing an outstanding SEMH/ASD provision ☐ Evidence of highly effective teaching in more than one year group This will include an ability to: ☐ Lead whole school PD, wellbeing and careers ☐ Lead and manage people to work successfully both individually and in teams. ☐ Delegate and monitor effectively. ☐ Effectively initiating and managing change as part of a team ☐ Motivating and inspiring by setting and following high standards. ☐ Seeking advice and support when necessary ☐ Dealing sensitively with people and resolving conflicts.	☐ Evidence of successful school improvement planning and delivery ☐ Support the Headteacher with the school's performance management. ☐ Experience of working with governors to enable them to fulfil whole school's responsibilities ☐ Successful involvement in staff recruitment, appointment/induction, ☐ Understanding of how financial and resource management enable a school to achieve its educational priorities
Decision-Making Skills	
☐ Ability to investigate, resolve problems and make decisions. This will include an ability to: ☐ Collect and weigh evidence, make judgements and take decisions in line with outstanding educational practice. ☐ Think creatively and imaginatively to solve problems and identify opportunities	
Communication Skills	
Personal quality: ☐ The ability to communicate clearly and consider, where appropriate, the views of others Professional quality: ☐ Effectively communicate orally and in writing to a range of audiences ☐ Negotiate and consult	
Self-Management Skills	
☐ Ability to plan time and organise work effectively. This will include an ability to: ☐ Prioritise and manage time. ☐ Work under pressure and meet deadlines. Be self-motivating and set personal goals	

School Ethos	
☐ Capacity to influence others ☐ An ability & commitment to develop and maintain a positive ethos within the school in partnership with the Headteacher. ☐ Fully supportive of the aims & ethos of the school ☐ Ability to support and help develop a vision for high quality education which promotes spiritual, moral and cultural development. ☐ Ability to ensure that the school atmosphere is welcoming and that parents are encouraged. to take an active part in their child's education ☐ To add to and maintain the safeguarding ethos within the school	
Personal Attributes	
☐ Adaptability to changing circumstances & ideas. ☐ Energy and enthusiasm ☐ Reliability and integrity	