



JOB DESCRIPTION: Assistant Headteacher – Quality of Education

Reports To: Headteacher

School: Brookthorpe Hall School, Stroud Road, GL4 0UN

Contract: Full-Time, permanent

Start: Early Spring-Term

NOT SUITABLE FOR NQTs

This is an exciting time to join Options Brookthorpe Hall School.

At Options Brookthorpe Hall School, we pride ourselves on helping autistic children between the ages of 7 and 16 to maximise their potential. We are seeking an exceptional candidate who is inspirational, passionate and dedicated to raising student achievement through the delivery of a personalised and engaging learning experiences. We are currently recruiting for the following position at our state-of-the-art school that recently opened in September 2022.

We are looking for an inspirational Assistant Headteacher, who has the skills to lead quality of education across all key stages through a relentless focus on the quality of teaching and learning.

About Options Brookthorpe Hall School

We are part of Options Autism (part of Outcomes First Group) and can promise a rich variety of opportunities to develop your career.

Brookthorpe Hall School is an Options Autism educational setting and fully develops the organisation's vision, mission and promise:

- **Vision:** *'We build incredible futures by empowering vulnerable children and young adults in the UK to be happy and make their way in the world.'*
- **Mission:** *'Everyday we improve the lives of those we educate and look after, their families and communities through a relentless focus on learning and caring.'*
- **Promise:** *'We are kind to each other....we work together.....and we make things happen.'*

Within this framework, Brookthorpe Hall School's curriculum intent and core purpose is defined below:

'We build incredible futures by empowering young people to develop their **independence**, **self-esteem** and **confidence** through a relentless focus on learning and caring.'

Review and Amendment: This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher and the post holder.

Specific responsibilities for: To lead, implement and measure the impact of Quality of Education across all key stages.

Status of Post: This is a senior post within the school's staffing structure which carries with it membership of the Senior Leadership Team (SLT).

Accountable to: Executive Headteacher

The job description may be amended at any time following discussion between the Headteacher and post holder, and it will be reviewed regularly. It is anticipated that the strategic and day-to-day nature of the role will evolve over time to reflect the direction of travel of the school.

Main Purpose

The Assistant Headteacher will undertake the normal responsibilities of a teacher and be a member of the senior leadership team. They will work independently, alongside SLT to define, articulate, and implement the school's vision and values.

The Assistant Headteacher will work in close partnership with the Senior Leadership Team, SENCo, parents, Governors and external agencies to improve, maintain and monitor high standards of the quality of education across the school.

All members of the Senior Leadership Team are expected to be flexible to ensure the most effective organisation and delivery of learning. Other specific duties and responsibilities as part of the Senior Leadership Team will be allocated once a candidate has been appointed.

Key Responsibilities

- Maintain and develop the ethos, values and overall purposes of the school.
- To be an excellent practitioner in the classroom, delivering great results and continuing to develop own teaching to benefit pupils and colleagues.
- Exercise a key role in the strategic development of the quality of education and technology, developing a clear strategy and implementation plans.
- Develop and embed a clear curriculum intent and implementation plan.
- Support all staff in understanding the importance of quality first teaching and that everyone must work together to ensure that the curriculum is at the core of everything we do.
- Ensure that all staff, teaching and support staff, have high expectations of what pupils can achieve and always work to ensure pupils are making the most of their learning opportunities.
- Ensure that teacher subject knowledge is secure and is updated in line with new curriculum requirements.
- Encourage staff to improve their own knowledge and skills through continued learning.
- Contribute to the monitoring of teaching and learning standards regularly across the school through quality assurance activities responding to under-performance of teaching staff immediately through training, coaching, individual support packages and external support programmes.
- Lead Heads of Department to monitor and evaluate the quality of education within their subjects.
- Oversee and work with staff to ensure the school has a strong Pupil Voice and that pupils are given opportunities to reflect on the quality of education and care within the school on a regular basis.
- Implement the Assessment and Feedback Policy, ensuring that there are opportunities for both formative and summative assessments and that these inform teaching.
- Work closely with all leaders to ensure that the curriculum supports the development of knowledge and skills to be successful academically and preparing them for further education and life.
- Ensure that equality of opportunity and recognition of diversity are promoted through teaching and learning.
- Identify CPD needs across the school in collaboration with the Senior Leadership Team and to support the delivery of CPD relating directly to the quality of education and emerging technologies.
- To support our NQT's and staff induction programme across all areas through the line management, ensuring that it is of a high quality regardless of start time and experience and allowing new staff to adopt our practices as quickly as possible.
- Develop and manage an individual staff CPD programme, maintaining up-to-date records of training undertaken and the impact and benefits for the school, teachers and students.
- Promote and develop career progression opportunities.
- Maintain up-to-date records of CPD undertaken.
- Work closely with the Headteacher to ensure that teaching staff develop their pedagogy.

- Work closely with leaders responsible for PSHE/RSE and Safeguarding to develop an outstanding PSHE/RSE curriculum for all year groups.
- Monitor teaching and learning activities and approaches to meet the needs of all pupils.
- Review practices and suitability regularly, and take an innovative approach to solving any issues, researching approaches to teaching and proactively looking forward.

Whole School Leadership and Management

- To act as a role model to staff and pupils through excellent leadership, the delivery of outstanding teaching, continuous professional development and a professional presence in the school.
- Think strategically, build and communicate a coherent vision in a range of compelling ways.
- Continuously self-evaluate areas of responsibility, updating the rolling SEIF half-termly and reporting on progress to the SLT and Governors.
- Effectively use data to celebrate achievement and to challenge staff underperformance.
- Work closely with the Head of School and Senior Leadership Team in all matters concerning the policies of the school and its strategic development, including the School Development Plan (SDP) and discussions about the quality of education: curriculum, teaching, learning and assessment.
- Promote high expectations of all students and staff in the school, leading by example by modelling behaviour that ensures that the school's ethos is instilled.
- Be available before, during and after school in order to provide support and guidance to pupils, parents, colleagues and other stakeholders.
- Keep abreast of the national agenda with regards to developments within education.
- Line manage departments in accordance with the line management procedures.
- Attend, prepare documentation for and present information at Governing Body meetings.
- Promote good behaviour and praise, maintaining discipline in accordance with the rewards, rules and disciplinary systems of the school.
- Regularly reflect on own practices, setting personal targets and taking responsibility for own development.
- Take an active role in promoting the school to ensure the best presentation and reputation of Brookthorpe Hall School in the community, leading relevant presentations and creating high quality publications to highlight provision and achievements.
- Contribute proactively to the day-to-day smooth running of the school, regardless of the area of responsibility.
- Undertake any reasonable duty at the request and discretion of the Headteacher.

Person Specification

<i>Essential</i>	<i>Desirable</i>
Qualifications	
• Qualified Teacher Status • Honours Degree or equivalent • Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning • Ability to identify own learning needs and to support others in identifying their learning needs	• Further qualification in leadership • Further qualification or experience in the area of Quality of Education and Curriculum • Experience of working with other schools/organisations/agencies • Experience of leading/coordinating professional development opportunities • Experience in coaching
Experience	

• At least 5 years successful teaching experience in the primary and secondary age range • Experience of driving whole school initiatives with proven successful outcomes • Substantial knowledge and understanding of curriculum, teaching and learning • Leadership experience in primary and/or secondary • Substantial, successful teaching experience at an outstanding level	• Experience of being part of a Leadership / Senior Leadership Team • Teaching experience in at least 2 of the 3 key stages • Curriculum leadership in one or more core / foundation subjects • Experience of teaching in more than one school • Experience of managing a mixture of form entry
• Experience of working with and teaching children with complex needs	
Quality of Education / Curriculum	
• Excellent classroom practitioner with a great track record of success in pupil's personal and academic progress and outcomes • A strong knowledge of and an ability to consistently demonstrate excellent and innovative pedagogical practice within own teaching • Experience of personalising learning to provide opportunities for all learners to achieve their potential • Outstanding behaviour and classroom management • Significant experience of utilising new technologies effectively within own teaching	• Experience of supporting behaviour management beyond the classroom setting • Experience developing and adapting teaching strategies and resources beyond own lessons • Experience of leading CPD within department or whole school
Knowledge & Understanding	
• Up to date knowledge & understanding of the National Curriculum and current curriculum research and developments • Understanding of how children & young adults learn and effectively apply their learning • Understanding of complex learning needs • Knowledge and understanding of a range of interventions that support pupils' progress • Knowledge of effective strategies to improve Teaching, Learning and Assessment for pupils of all abilities and needs, believing in Quality First Teaching • An ability to analyse and interpret data, drawing robust conclusions to inform planning and practice • Extensive knowledge of current educational issues, theories and thinking • Holistic understanding of curriculum drivers and issues • Experience monitoring TLA and supporting staff development • Knowledge and understanding of data analysis and the ability to use data to set targets for improvement • Confident in whole school self-evaluation	• Evidence of having successfully translated vision into reality at whole school level
Leadership and Management	

• To assist the Headteacher in leading and developing an outstanding school • Evidence of leading improvement of fellow teachers' teaching and learning • Evidence of leading impactful and innovative staff development programmes • Considerable evidence of successful Subject Middle or Senior Leadership experience • Evidence of the successful development and implementation of key departmental or whole school objectives and plans • An understanding of effective strategies to lead change and innovation • Experience of monitoring staff performance, celebrating achievement and addressing	• 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 responsibilities • Successful involvement in staff recruitment, appointment/induction, • Understanding of how financial and resource management enable a school to achieve its educational priorities • Experience of evaluating the impact of areas of responsibility • Leadership development training • Evidence of having raised standards in an area
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underperformance. • Have a vision for education and be able to realise it, communicating effectively with all stakeholders to inspire and motivate them • Ability to make difficult decisions and see through complex strategies from concept to conclusion • Have the warmth, empathy and patience required to deal with difficult situations fairly, calmly and proportionately	of responsibility
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Decision-Making Skills

• Ability to investigate, resolve problems and make decisions • 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	
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Communication Skills

• The Ability to communicate clearly and take into account, where appropriate, the views of others • Effectively communicate orally and in writing to a range of audiences • Negotiate and consult	
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Self-Management Skills

• Ability to plan time and organise work effectively • Work under pressure and meet deadlines • Be self-motivating and set personal goals	
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School Ethos

• Capacity to influence others • An ability & commitment to develop and maintain the ethos of 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, social and cultural development and fundamental British Values • 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	
• A sharp and analytical mind that can see both the big picture and the detail • Ability to demonstrate a consistent commitment to high standards • Creative, imaginative and positive approach to problem-solving - a can-do attitude • Ability to demonstrate a high level of organisational skills • Adaptability to changing circumstances & ideas	
• Energy and enthusiasm • Reliability and integrity	

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance.
- In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.
- The job description does not form part of the contract of employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.