

JOB DESCRIPTION

ASSISTANT HEAD TEACHER

Job Title	Assistant Head Teacher
Responsible to	Head Teacher
Responsible for	Education Staff within the School
Key Internal Contacts	Other staff within the education team Staff in other departments within the Centre Staff in other Centres in the Region Central Office Staff
Key External Contacts	Student relatives, advocates and others Placing Authorities and Service Providers Registration, Regulatory and Inspection bodies Local Services – Statutory, Voluntary and Community Neighbours

JOB PURPOSE

To provide a high quality education service for our students in accordance with Company policies, procedures and practices and the standards set by the Regulatory Body. To work with the Head Teacher, Deputy Head Teacher, leadership team and other stakeholders to secure high standards throughout the school.

KEY TASK AREAS AND RESPONSIBILITIES

- To be responsible for progress and support of a Key Stage
- To be responsible for a specific curriculum or pastoral responsibility, as required to fulfil the school development plan and that supports teaching and learning
- To carry out teaching duties in accordance with the school's schemes of work and National Curriculum
- To meet in full the Professional Standards for Teachers
- To model and promote good practice in teaching and learning
- To contribute to and help implement developments that relate to the School Development Plan
- To monitor progress and targets to ensure that each individual student is able to achieve planned outcomes
- To ensure that all relevant education policies and procedures are implemented in full
- To liaise with colleagues and line manage staff to deliver the units of work in a collaborative way
- To work with the Head Teacher and leadership team to ensure that all staff follow the schools policy for Planning, Assessment, Recording and Reporting.
- To comply with good safeguarding procedures and principles as detailed by the local safeguarding board.
- To work as a key member of the multi disciplinary team which encompasses education, residential care and the clinical team
- To maintain effective links with external colleagues, both within the Options and in other organisations
- To work positively with families, carers, all stakeholders, and others involved with the students

- To ensure that appropriate standards are maintained, especially in relation to education, care and clinical programme for students, in accordance with company policies.
- To working collaboratively with the Head Teacher, Deputy Head Teacher and the leadership team to secure high standards in all aspects of the life of the school
- To adhere to the Special Education Needs Code of Practice and other relevant legislation

Staff

- Assist in the recruitment, training and ongoing development of staff
- Undertake agreed delegated management responsibilities on an ongoing basis, in support of the Line Manager, for example supervisions, annual appraisals, probation reviews, return to work meetings and manage sickness and absenteeism, involvement in disciplinary, capability, grievance and other people management procedures in accordance with Company policy
- Support the Line Manager in exercising their responsibilities, including deputising and representing the school as required
- Raising awareness of Company policies and procedures and standards set by the Regulatory Body to staff members
- Provide regular supervision and annual appraisals in accordance with company policies and standards set by the Regulatory Body
- Conduct Return to Work meetings for direct reports manage sickness and absenteeism in accordance with Company policy
- Ensure that managers carry out supervisions, probation reviews, annual appraisals, return to work meetings and manage their staff in line with Company policy and standards set by the Regulatory Body
- Ensure that managers conduct regular team meetings in line with Company policy and standards set by the Regulatory Body
- Delegate responsibilities based on competence of staff and needs of the Company and review in order to promote teamwork and communication, in accordance with Company policy
- Ensure that staff exhibit the values set out by the Company and uphold standards of behaviour in accordance with Company policies

General

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Report issues and/or incidents relating to staff and students that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the centre as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image

- Ensure that all actions are in the interests of the students and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

PERSON SPECIFICATION
ASSISTANT HEAD TEACHER

	Essential	Desirable
Experience		
Relevant experience in the specialist area of service i.e. relevant experience of working with young people/young adults with Autistic spectrum disorders and/or challenging behaviours	✓	
Experience of Estyn / Ofsted procedures / inspections	✓	
Experience of working within a residential school		✓
Experience of managing staff	✓	
Managing budgets effectively and ensuring cost efficiency		✓
Skills, Knowledge and Aptitudes		
Good knowledge of people management practises	✓	
Effective leadership skills	✓	
Ability to motivate a team and individuals	✓	
Effective communication skills, verbal and written	✓	
Good IT skills	✓	
Good organisational and time management skills	✓	
Excellent decision making skills	✓	
Change management skills		✓
Ability to work independently and a part of a team	✓	
Good knowledge of safeguarding procedures	✓	
Good knowledge of the relevant Regulatory Body Legislations	✓	
Qualifications and Training		
Qualified Teacher Status or Qualified Teacher Learning and Skills	✓	
Nationally recognised degree	✓	
Willingness to work towards other relevant qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
Other		
Commitment to the values of the organisation	✓	
Driving licence	✓	