

Job Description: Assistant Headteacher (Quality of Education – SEN)

Job Title: Assistant Headteacher

Area of Responsibility: Quality of Education

Responsible to: Headteacher

Purpose of the Role

The Assistant Headteacher will lead on Quality of Education. You will play a key strategic role in shaping, monitoring, and enhancing the quality of education across the school. This includes leading on curriculum development, teaching and learning, assessment, and pupil progress, ensuring that all pupils will receive an ambitious, individualised, and meaningful education.

The post holder will be part of the Senior Management Team (SMT) and will support the Headteacher in driving whole-school improvement, maintaining high standards of teaching and learning, and fostering a culture of professional excellence and inclusion.

Key Responsibilities

Strategic Leadership

- Lead on the strategic development of the Quality of Education strand within the school's development plan.
- To lead and undertake any job at the reasonable request of the Headteacher.
- Ensure the curriculum is broad, balanced, and ambitious, meeting the diverse needs of pupils with a wide range of special educational needs.
- Contribute to setting a strategic vision for the school and lead others in its implementation.
- Challenge any low expectations from staff, students or parents.
- Act as a role model for others by consistently delivering good and outstanding lessons.
- Monitor and evaluate the impact of curriculum design and delivery, ensuring progression across all key stages.
- Support the Headteacher in promoting a culture of high expectations, reflective practice, and continuous improvement.
- Manage the finances, stock and resources delegated and justify expenditure of the budget as required.
- Performance manage teachers and TA's, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance

Curriculum and Pedagogy

- Lead curriculum review and development, ensuring alignment with national frameworks and best practice in SEN education.
- Contribute to whole school INSET on summative and formative assessment and the importance of responsive teaching.
- Work with SLT, and Heads of Departments/ Leads to complete data analysis and plan innovative next steps to ensure excellent pupil progress.
- Champion high-quality teaching and learning, embedding evidence-informed pedagogical approaches tailored to pupils' individual learning needs.
- Provide coaching, mentoring, and professional development to staff to improve classroom practice.
- Work collaboratively with subject leaders to ensure coherent sequencing, coverage, and progression within all curriculum areas.
- Work collaboratively with the school's clinical and multidisciplinary team (e.g., Speech and Language Therapists, Occupational Therapists, Physiotherapists, Psychologists) to ensure therapeutic input is effectively integrated within the curriculum and classroom practice.
- Provide coaching and mentoring to improve teaching practice and raise the overall quality of provision.

Assessment and Progress

- Oversee whole-school assessment systems, ensuring that assessment practices are purposeful, consistent, and inform next steps in learning.
- Monitor pupil progress and outcomes, using data and qualitative evidence to drive school improvement and targeted interventions.
- Support teachers to use assessment effectively to inform planning, differentiation, and personalised learning pathways.
- Lead the school's moderation processes and ensure robust reporting of pupil progress to parents, governors, and external agencies.

Quality Assurance

- Lead and manage the school's teaching and learning monitoring cycle, including lesson observations, learning walks, book looks, and data reviews.
- Analyse and report on the quality of education across the school, identifying strengths and areas for development.
- Lead the development of assessment and ensure data provided by teachers is accurate
- Contribute to the school's self-evaluation (SEF) and School Development Plan (SDP), ensuring the Quality of Education judgments are well-evidenced.

Leadership and Management

- Line-manage middle leaders and support staff with responsibilities linked to curriculum and assessment.
- Lead professional development programmes related to teaching, learning, and assessment.
- Deputise for the Headteacher when required and contribute to wider school leadership initiatives.
- Work collaboratively with external partners, including local authorities, specialist services, and other educational providers.

Person Specification

Criteria	Essential	Desirable
Qualifications	Qualified Teacher Status (QTS)	NPQSL or other leadership qualification
Leadership Experience	Proven successful leadership/ line experience within a school or SEN setting	Experience as part of a senior or extended leadership team
Knowledge – Curriculum and Pedagogy	Strong understanding of curriculum design, teaching and learning principles, and assessment for pupils with SEND. Proven ability to work collaboratively with multidisciplinary or clinical teams to support holistic development.	Experience leading curriculum innovation or developing new pathways
Knowledge – Accreditation and Qualifications	Knowledge of accreditation routes and qualifications suitable for pupils with SEND (e.g., ASDAN, OCR Life and Living Skills, Functional Skills, Entry Level Certificates)	Experience managing accreditation frameworks or liaising with awarding bodies
Assessment and Progress	Expertise in using assessment systems to track, analyse, and report on pupil progress	Experience using Evidence for Learning (EfL) or similar assessment platforms
Impact and Improvement	Evidence of improving the quality of education and pupil outcomes through effective leadership Data analysis skills, and the ability to use data to set targets and identify weaknesses	Experience in curriculum or teaching audits and school improvement planning
Professional Skills	Excellent communication, interpersonal, reflection and coaching skills; ability to inspire and motivate others	Experience delivering staff training and mentoring colleagues
Data and Evaluation	Strong analytical skills and ability to use data to inform strategy and decision-making	Experience preparing for Ofsted or external reviews
Safeguarding	Commitment to safeguarding and promoting the welfare of children and young people	DSL or DDSL experience