



## **Job Description & Person Specification: Assistant Headteacher, KS4, Heath Farm College**

**Post:** Assistant Headteacher, KS4, Heath Farm College

**To Whom Accountable:** Headteacher, Heath Farm College

### **Overall purpose and main functions of the Job:**

The Assistant Headteacher, KS4, will oversee the daily running of the Heath Farm College KS4 Centre, as part of the College SLT. You will model the College's values of 'Love, Commitment and Opportunity' on a daily basis.

The person appointed will have responsibility for the welfare, education and daily provision for a small group of Year 11 and Year 10 students. The main purpose of the role is to:

- Achieve the highest possible standards and outcomes for the students within KS4 at Heath Farm College, modelling highly effective teaching yourself as part of this
- Support the strategic development of KS4 at Heath Farm College
- Ensure that the Student College Code of Conduct and Dress Code is adhered to
- Support, hold accountable and develop a team of teachers and LSAs focussing on high standards of social, personal and academic development of students
- Support students with ensuring their needs are met according to their EHCP documentation, in liaison with the college Clinical Lead and the Deputy Headteacher, Student Culture and Welfare
- Be responsible for all EHCP Reviews and other professionals meetings
- Develop operational measures in line with the College Non-Negotiables to ensure a calm and productive working environment so that students can reach their potential
- Support the College Headteacher and Deputy Headteacher in maintaining the quality of provision within KS4 and the management of teaching and support through professionalism and high expectations
- Be a part of the Senior Leaders Team
- Work collaboratively with the Headteacher and Deputy Headteacher to monitor academic progress of the KS4 students to sustain effective learning and secure appropriate post statutory placements
- Liaise with external agencies and key staff to identify strategies in line with student need to support positive engagement
- Work with legal guardians to ensure engagement with the KS4 Centre at Heath Farm College





### **Pastoral / safeguarding / well-being support of pupils**

- To work together with Heath Farm College and as part of a team, to ensure the well-being of all young adults in our care is supported at all times
- To train as the KS4 DSL
- To make appropriate entries on the college's online safeguarding tracking system 'Sleuth' and have the relevant academic and IT skills to complete complex incident reports within a set template

### **Supervision**

- To be able to be fit for practice in all the curriculum subjects and outdoor based activities
- To be available for briefing fifteen minutes before the college day
- To be available and an active member of staff for break and lunchtime duties
- To be available for a fifteen minute debrief at the end of the college day

### **Meetings**

- To attend briefings, meetings and training as and when required
- To play a key role in the Heath Farm College SLT, attending all SLT meetings
- Taking a lead role in developmental training meetings with staff as and when appropriate

### **Review**

This job description forms part of the contract of employment and may be amended at any time after discussion with the College Headteacher.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the college as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

