

Job Title *Assistant Headteacher – Pupils’ Education, Training and Recreation*

Responsible to *Headteacher*

Deputy Headteacher

Key Internal Contacts *Other staff within the education team*

Staff in other departments within the Centre

Staff in other Centres in the Region

Regional 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

This is a senior post within the school's staffing structure and forms part of the Senior Leadership Team (SLT). The role includes a teaching commitment of up to 50%, alongside strategic leadership responsibilities.

The postholder will assist the Deputy Headteacher and Headteacher to lead the development and delivery of the school's operational strategy, ensuring clear intent, effective implementation, and measurable impact across pupils' education, training, and recreation. They will ensure that all provision meets the requirements of the Independent Schools Inspectorate (ISI) and the Independent School Standards.

KEY TASK AREAS & RESPONSIBILITIES

- To ensure effective curriculum delivery and high-quality teaching and learning.
- To ensure that the curriculum meets all statutory requirements.
- Lead on attainment and progress to achieve outstanding outcomes for all children and young people.
- Lead curriculum innovation and design appropriate for our cohorts and in line with the school vision.
- Lead on the effective implementation of the curriculum.
- To lead on aspects of professional development related to curriculum, teaching and learning and quality assurance.
- Support Subject Leaders in interrogating their progress and attainment data and action planning issues.



- Oversee standards and attainment and coordinate data collection, analysis and presentation to Governors.
- Coordinate and lead curriculum strategies, including budget allocations across areas.
- To supervise teachers and ensure standard is being met across school.

Duties– Specific:

- To improve the quality of teaching and learning by:
- Establishing effective approaches to teaching and learning.
- Monitoring curriculum areas, Wider Curriculum Map and Long-Term plans are appropriate to the needs of cohorts and address all aspects of the School's vision and meet statutory requirements.
- research, implement and review innovative practise to support T&L e.g. technology
- To plan and write aspects of the SIP related to teaching, learning, curriculum and professional development and ensure effective implementation.
- To co-ordinate and manage the work of specified leaders within the school so outcomes are upheld to an outstanding standard.
- To develop the school's practices for engaging pupils in school review; support the implementation of surveys and other relevant initiatives.
- To develop the school's practices for engaging parents and other members of the broader school community in school review.
- In accordance with the school's practice of distributed leadership, ensure that leaders at all levels maintain ongoing practices in collecting and using evidence to support development points, so that plans at all levels relate to clearly identified priorities.
- To ensure findings from the quality assurance practices feed in to action plans and overall school improvement.
- To work with the SLT to ensure relevant tracking/summative data is used effectively.
- To ensure data analysis is complete at key times during the school year and presented to stakeholders through governance and website where appropriate.
- To have input for staff development in the school related to teaching for learning, alongside other members of SLT.
- To support the Headteacher in the implementation of the school's performance management policy.
- To be responsible for sections of the SEF and Governors report.
- To promote a positive and celebratory ethos within the school through quality assurance.
- To develop links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development with the support of other AHT's.
- To chair middle leader meetings for items related to teaching and learning and curriculum development.

Duties– Senior Leadership:

- Be an integral member of the SLT discharging individual responsibilities to a high standard as

well as supporting the work of the team at all times.

- Work closely with the Headteacher, SLT and colleagues to ensure the school is compliant with statutory regulations.
- Oversight and line-management of subject leads and teachers, including carrying out appraisals and holding staff to account of their performance.
- Make contributions to meetings of the Senior Leadership Team and the Curriculum Team.
- Be a highly visible presence around the school and role-model expectations and standards to staff and children/young people.
- Liaise with SLT regarding the Post 16 Curriculum, assessment and teaching and learning policies: monitoring, review and evaluation.
- Monitor and review Curriculum Policy in liaison with other members of SLT to ensure all curriculum elements are covered.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.

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.

Note: Any subject specialism information must be authorised by the HR department and attached separately

PERSON SPECIFICATION

Experience	Essential	Desirable
Experience of developing and delivering high quality curriculum opportunities for autistic children/young people	✓	
Experience of leading the intent, implementation, impact of curriculum within an education setting for either/or English, Maths, Science	✓	
Consistently performing as a highly skilled teacher across all curriculum subject areas	✓	
Skills		
Ability to work independently and as part of a team, and lead others to improve standards and quality	✓	
Effective communication skills, verbal and written, and ability to present under external scrutiny	✓	
Ability to record information accurately	✓	
Good organisational skills	✓	
Ability to deal with complex and challenging behaviour	✓	
Ability to demonstrate empathy	✓	
Good IT skills	✓	
Ability to tailor teaching and learning to the needs of individual students	✓	
Ability to lead and coordinate effectively	✓	
Qualifications & Training		
Relevant Teaching Qualification	✓	
Willingness to work towards further qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
NPQ for Leading Teacher Development (or equivalent)		✓
NPQ for SENCOs (or equivalent)		✓
Other		
Commitment to the values of the Organisation	✓	
Driving licence and access to a car		✓