 **Beckmead College**

**ASSISTANT HEADTEACHER JOB DESCRIPTION**

**& PERSON SPECIFICATION**

**Introductory Statement:** The responsibilities of the post are to be performed in accordance with this job description.

**Salary: SCALE: L7-9**

**Accountable to:** The Headteacher

**Accountable for the Line Management of:**(jointly with the Headteacher & Deputy Headteacher)

* Teaching Staff
* Learning Support Assistants
* Support Staff

**Liaising with:** Headteacher, Leadership Team; Governing Body Members; Trust staff; Parents/Carers

Our success is based on our desire to succeed in providing high quality education that serves to meet the complex needs of all our pupils.

The Leadership Team is of critical importance in guiding our improvement process through the sensitive and open involvement of pupils, staff, parents/carers and governing body members. Each member of the team has individual and specific responsibilities. Each of us are fully aware that our shared responsibility is the strength which underpins the successful promotion of the school’s vision, aims and objectives.

Our school and the needs of the pupils demand flexible, strategic and operational leadership; a leader who will be expected to exercise individual initiative within a team framework, have a broad perspective of the school and pay attention to detail at all levels.

Our Assistant Headteacher must retain the confidence of staff, pupils, parents/carers and governing body members to reach our shared aim of preparing our children and young people for an active, happy and productive adult life.

**The Assistant Headteacher is responsible for:-**

* Overseeing the exams and qualifications process
* Maintaining consistent and robust subject coordination/leadership
* Assisting in day-to-day management and communication
* Co-ordination of the College enrichment programme
* Daily timetabling of staff
* Additional Line Management responsibilities as directed by the Headteacher

The duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties as may be necessary from time to time.

**Key External Contacts:**

* Parents/carers
* Director of Education (TBT)
* Educational advisers / consultants within the wider Trust

**Key Internal Contacts:**

* Teachers,
* Teaching support staff
* Leadership Team
* Administration Team
* Governing Body

**Financial Dimensions:**

The post holder will be responsible for maintaining sections of the school budget as directed by the Headteacher.

**Key Areas for Decision Making:**

* In liaison with the Headteacher, using appropriate information on prior achievement and current developments and priorities in order to make well-informed decisions that will lead to continued improvements and raising standards for all pupils.
* Developing the curriculum, including contributions to the School Development Plan (SDP) in accordance with the school procedures.
* Overseeing the organisation, entry and analysis of exams and qualifications
* Developing the enrichment offer for the students
* Monitoring of the above

**Core Duties:**

Carry out the core duties of an Assistant Headteacher:

* Support the curriculum design / offering
* Support the development of teaching and learning through the line management of specific subject areas including the analysis of assessment and target setting
* Oversee the organisation of the exams and qualifications process
* Develop and implement a whole college enrichment programme

**Additional Duties:**

* Moderation of pupil’s achievement
* To be responsible for the daily deployment of staff due to absence
* To support SLT in working towards the targets in the School Development Plan
* To be a Team Leader in the performance management of an assigned team.
* To chair meetings as necessary
* To prepare and present as required data for the LEA, Beckmead Trust, Governing Body as well as external moderators/Ofsted
* To update the website and newsletter (termly)
* Oversee the administration of Chromebooks / ICT
* Undertaking other duties as may be reasonably expected.

**Pupil Welfare**

* Develop and give a high level of attention to effective relationships within the school with particular focus on the teaching team
* Develop strategies which promote the highest standards of teaching and learning
* Ensure that Student Information Documents (SID’s) are updated on a termly basis
* Provide curriculum opportunities for pupils to understand and adopt healthy behaviours and lifestyles
* Provide curriculum opportunities for pupils to develop their spiritual, moral, social and cultural understanding, including understanding of British Values
* Develop positive relationships with parents to work in collaboration with the school and targets desired
* Support the development of strategies to celebrate wider achievement and individual potential for all pupils

**Staff Management**

* To lead and develop a staff team
* Manage and support staff through; performance management, team meetings, probation meetings, 1:1’s
* To motivate and inspire the staff team to deliver the best quality, care and education to our pupils

**Confidentiality:**

An expectation to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees’ access to and use of the council’s databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

**Equalities**

The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

**Health and Safety**

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management at the earliest opportunity.

**To contribute as an effective and collaborative member of the School Team**

* Participating in training to be able to demonstrate competence.
* Participating in first aid training as required.
* Championing the professional integrity and ethos of the school
* Actively sharing feedback on School policies and interventions

**Data Protection**

* Awareness of the School’s responsibilities under the Data Protection Act 2018 (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this
* Maintaining pupil records and archive systems, in accordance with school and Trust procedures, policy and statutory requirements.

**Safeguarding pupils**

* To have a DSL qualification / willing to complete DSL training
* Ensure that the highest priority is given to following the guidance and regulations to safeguard children and pupils
* To ensure the safety and welfare of children and pupils at all times
* Report to the appropriate authorities any concerns relating to child protection
* Undergo an Enhanced Disclosure and DBS checks and obtain any other statutorily required clearance
* Ensure all stakeholders have undergone the statutorily required clearance

**PERSON SPECIFICATION**

**Essential Knowledge**

* Knowledge of current educational developments and legislation, particularly in relation to pupils with special educational needs (specifically SEMH and ASD).
* Knowledge and understanding of current best-practice around teaching and learning
* Understanding of the use of data to inform school development and decision-making
* Understanding of the principles of effectively developing and leading a team of staff
* Understanding of the exam and access arrangement process for a range of different qualifications

**Essential Skills and Abilities**

* Qualified Teacher Status (QTS)
* An outstanding classroom teacher
* Recognise the importance of ongoing professional development as shown by undertaking recent / relevant training
* Ability to communicate effectively both orally and in writing
* Be an exemplar of excellent classroom practice
* Ability to respond flexibly to changing circumstances
* Ability to work to set targets as part of the school development plan
* Demonstrate personal and professional self-reflection
* Committed to inclusive education
* Ability to lead developments / changes across a department or whole school
* Ability to analyse data from different sources to identify appropriate targets for improvement for individual pupils, groups and cohorts.

**Essential Experience**

* Working in a range of school settings both mainstream and special
* Delivering a differentiated, enriched curriculum to pupils with a wide range of needs
* Working with pupils with Social, Emotional and Mental Health difficulties in both mainstream and specialist settings
* Managing staff within a school setting
* Managing a budget
* Chairing meetings
* Prioritising and managing own time effectively
* Leading elements of staff CPD / staff training

**Special Conditions**

* Willingness to undertake Restrictive Physical Intervention and to access relevant training in this area is mandatory for all staff
* Enhanced DBS Check
* Significant exposure to pupils with complex behavioural problems
* Close contact with pupils will result in some exposure to bodily fluids
* Postholder can be at risk of physical injury and needs to remain vigilant and observe risk assessment protocols