



## Pebble Brook School: Assistant Head - Job Description

<b>Title of Post</b>	<b>Assistant Head</b>
<b>Salary Grade Range</b>	<b>Competitive (Leadership)</b>
<b>Reporting to</b>	<b>Headteacher</b>

### Join Our Team

Are you ready to make a meaningful difference in the lives of young people? Pebble Brook School is seeking a compassionate and visionary Assistant Head to join our dedicated community. This is a unique opportunity to help shape the future of our school and play a vital role in supporting pupils with diverse needs. If you're passionate about inclusive education and thrive in a collaborative, nurturing environment, we would love to hear from you.

### What We Offer

At Pebble Brook School, you'll find a supportive, forward-thinking environment where your wellbeing and professional development are prioritised. We value every member of our team and invest in their growth.

### The Person

We are looking for someone who shares our commitment to empathy, understanding, and high standards. You'll be joining a team where your voice matters and your growth is encouraged. We are seeking an enthusiastic, creative, and committed Assistant Head to join our secondary school. Candidates must possess excellent communication skills, be great leaders and have the ability to work as part of a highly skilled team.

Whether you bring experience from mainstream education with a demonstrable interest in Special Educational Needs (SEN) or from a special education background, we encourage you to apply.

### Main Duties and Responsibilities

<b>General Duties and Responsibilities</b>
<ul style="list-style-type: none"><li>• Carry out duties of a school teacher as set out in the current School teachers' Pay and Conditions document</li><li>• To be responsible for teaching across the full range of school</li><li>• To exemplify a high standard of teaching</li><li>• Carry a teaching commitment (This will be agreed together with the successful candidate)</li><li>• Promote a culture and practices that allow all pupils to access the curriculum</li><li>• Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate</li><li>• Make sure the school fulfils statutory duties regarding the <a href="#">SEND Code of Practice</a></li></ul>
<b>Leadership and Strategic Development</b>



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- Support the Headteacher in the development and implementation of the school's vision, ethos, and strategic priorities.
- Contribute to whole-school planning, self-evaluation, and school improvement initiatives.
- Lead by example to inspire and motivate staff and students, promoting high expectations of behaviour, learning, and achievement.
- Ensure rigorous approaches to identifying, managing and mitigating risk

### Curriculum and Teaching & Learning

- Monitor and support the quality of teaching and learning, ensuring best practices are embedded across the school.
- Work with staff to develop innovative approaches to teaching that address individual student needs and maximise engagement

### Behaviour and Pastoral Leadership / Support

Take responsibility for the school's behaviour policy and systems, ensuring consistent implementation. Lead on strategies to improve attendance, reduce exclusions, and promote emotional well-being. Provide professional development and coaching for staff on managing challenging behaviour and promoting positive relationships

### Staff Management and Professional Development

- Line manage and support middle leaders or specific teams, fostering a culture of accountability and high performance.
- Identify and address professional development needs across the staff team, including leading CPD sessions.
- Support recruitment, induction, and performance management processes

### Safeguarding and Welfare

- Act as a Deputy Designated Safeguarding Lead (DDSL), ensuring robust safeguarding practices are in place.
- Monitor and support interventions for students at risk.
- Promote a safe and supportive school environment that prioritises mental health and well-being
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team (SLT)

### Community and Stakeholder Engagement

- Develop strong partnerships with parents, carers, external agencies, and the wider community.
- Actively participate in external networks to enhance the school's provision and reputation.
- Communicate effectively with stakeholders to celebrate successes and address challenges.

*Please note that the scope of the role will be discussed and agreed upon with the successful candidate at interview before recruitment, to ensure their skills and experience are best aligned with the school's needs.*



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**Benefits of Joining Our Team:**

- The chance to join our expanding and newly formed senior leadership team, shaping the future direction of the school
- Opportunities for professional development, mentoring, and collaboration with experienced colleagues
- A caring, inclusive workplace that values work-life balance, pastoral care, and staff wellbeing

**How to Apply**

Interested candidates should submit their application before the closing date of January 29<sup>th</sup> 2026. For further information or to arrange an informal visit, please contact the school directly.



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**PERSON SPECIFICATION**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>- Qualified Teacher Status (QTS)</li><li>- Degree-level qualification in education or relevant subject</li><li>- Evidence of continued professional development in leadership and SEND</li></ul>	<ul style="list-style-type: none"><li>- NPQSL or equivalent</li><li>- Postgraduate qualification in education or leadership</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>- Proven experience in teaching across a range of age groups</li><li>- Experience in school leadership or middle leadership roles</li><li>- Leading curriculum development and quality assurance</li><li>- Managing behaviour and pastoral systems</li><li>- Experience in safeguarding and acting as DDSL</li></ul>	<ul style="list-style-type: none"><li>- Experience in SEND leadership and compliance with the SEND Code of Practice</li><li>- Experience in whole-school strategic planning</li></ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"><li>- Strong leadership and ability to inspire and motivate staff</li><li>- Excellent organisational and planning skills</li><li>- Ability to analyse data to inform school improvement</li><li>- Effective communication and interpersonal skills</li><li>- Ability to manage challenging behaviour and promote positive relationships</li><li>- Competence in using school management systems and ICT</li></ul>	