

Rowan Wood School

Job Description

Job title: Assistant Headteacher – fixed term 01.09.2026 – 31.08.2027

Reports to: Director of Special Schools and Rowan Wood Headteacher

Responsible for: Teachers and support staff and part of the leadership team

Pay Scale: L8 – L12

Overall Job purpose

In addition to the Conditions of Employment for teachers laid down in Part the School Teachers' Pay and Conditions document 2008, to provide strategic leadership and hold accountability for standards achieved within a given phase and quality order to:

- Working with Governors, Headteacher, Deputy Headteacher and other staff to provide the leadership which enables Rowan Wood School to give every pupil high quality education, which promotes the highest possible standards of achievement
- Secure the long-term success of the school by maximising potential through the skills and resources held
- Play a significant role within the multi-disciplinary team to ensure Rowan Wood School provides a full, integrated range of extended services

Principal Duties and Responsibilities

- Act as a Deputy Safeguarding lead (see DSL JD)
 - Take oversight of attendance related matters working closely with admin leads and class teams to understand barriers to attendance and develop effective action plans
 - To use data effectively to analyse and respond to patterns of attendance
 - Work closely with families to support all attendance related matters.
 - Collaborate with SEND transport providers and Attendance advisory to maximise pupil attendance
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- To work as part of the Compass Eko behaviour team to develop behaviour strategy and policy
- Work closely with the Head of Virtual Schools for Learners with Autism to use data effectively to make positive change
- Work closely with the Readiness for Learning Lead to ensure practical application of readiness for learning strategies
- Working closely with families to understand context and implement support strategies for children and young people at home and school

Key Priorities for Rowan Wood School

- Consistently and continuously raise achievements and standards across the school
- Ensure every child and young person reaches their potential and enjoys a happy, fulfilling school experience
- Ensure positive links with parents, carers, the local community and other schools within the federation and beyond

Securing accountability

- Develop a collaborative ethos which enables everyone to work to achieve common goals
- Ensure individual staff accountabilities are clearly defined, understood and agreed. This includes planning and assessment
- Ensure every child has access to high quality teaching and learning

Key accountabilities

- Creating the future of Rowan Wood School
- Working with the Governors, Executive Headteacher, and Deputy Headteachers to create the strategic vision and promote the vision, values and ethos to pupils, staff, Governors, parents and the wider community
- Motivate others to create a shared learning culture and positive climate through distribution of leadership through teams and individuals in the school
- Translate the vision into agreed development plans with clear objectives and desired impact
- Work with the key stakeholders to maintain a shared vision and future strategic plans which will inspire and motivate pupils, staff, parents and the wider community

Leading teaching and learning

- To serve as a role model with exemplary practice
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- Drive a continuous and consistent focus on pupils' achievement, using school assessment systems to monitor progress. This includes leading team meetings and moderation of standards within class teams
- Establish creative, responsive and effective approaches to learning and teaching
- Set high expectations and challenging targets for staff within class teams and identified area of middle leadership
- Monitor, evaluate and review the effectiveness of class teams and middle leaders
- To work with the school leadership team in order to tackle under- performance at all levels
- Provide inspiration and strong strategic leadership to ensure that the schools continue to deliver the highest standards of learning
- Create a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning

Developing self and working with others

- Work with the leadership team to ensure the development of, and maintain effective strategies and procedures for, staff induction, professional development and performance review
- Promote and maintain a culture of high expectations for self and others
- Ensure effective planning, allocation, support and evaluation of work of teams and individuals
- Work closely with middle leaders to develop their capacity and ensure accountabilities
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from other leaders

Leading the class team and area of responsibility

- Ensure improvement plans reflect the school's priorities and values
 - Ensure plans and policies promote continuous school improvement linked to the school SEF
 - Develop effective relationships and communications which underpin a professional learning community that enables everyone in the school to achieve
 - Create an inspiring, professional work environment within the class team consistent with the school's values and aspirations
 - Put in place effective team communication mechanisms to ensure that all staff are involved in the development plan and are kept informed of key priorities
 - Work with school leaders to deploy staff effectively in order to improve the quality of education
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- Manage budgets to achieve the schools' educational goals and priorities, and ensure systems are in place for the effective administration and control
- Use and integrate a range of technologies effectively and efficiently
- Manage and organise the learning environment to ensure each classroom reflects the school's high standards

Strengthening community

- Work with Governors and staff to strengthen and develop the ethos of the school, allowing this to influence and shape all areas of the school's work
- Create and promote positive strategies for challenging racial and other prejudice
- Collaborate with other school leaders and other agencies to ensure pupil and community needs are met
- Promote community cohesion and extended services
- Ensure that all planning takes account of the diversity, values and experience of the school and local community
- Create and maintain effective partnerships with parents to support and improve pupils' achievements and personal development
- Develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities

Data Protection

- It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data Protection Act 1984 for the security, accuracy and significance of personal data held on such systems

Health and Safety

- Ensuring the safety of all staff and pupils within class team by monitoring risk assessments, planned trips and visits and any school activities with a risk potential. This includes ensuring all staff within class team are aware of potential risk factors and school procedures for managing risk effectively

General Duties

- To have due regard to the provisions of Health and Safety at work legislation
 - To have due regard to the Trust's Equal Opportunities Policy
 - To be aware of the confidential issues regarding this post including adhering to GDPR requirements
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- To undertake any other duties that are within the grade and scope of the post, as determined by the Headteacher
- To undertake annual mandatory and statutory training as directed by the Trust or School.

Developing self and working with others

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

Scope:

The post-holder will be based at one of the Trust Schools and will be expected to work across the Trust, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

Compass Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.

To act as first contact between class team and the designated school child protection co-ordinator in order to ensure best practice in safeguarding is followed effectively.

Person Specification

Criteria	Essential	Desirable	How tested
Qualification	NVQ 4 or Degree or equivalent qualification		Application form Certificates
Experience	Experience of teaching secondary/6 th form pupils with Autism Several years' experience working in an office environment at a senior level		Application form and selection processes
Knowledge and skills	Excellent numeracy / literacy / ICT skills Ability to interpret advice / statute and to devise policy / practice in the light of these Ability to relate well to children and adults Ability to persuade, motivate, negotiate and influence Full working knowledge of relevant polices / codes of practice / legislation	Ability to self-evaluate learning needs and actively seek learning opportunities Experience of teaching pupils with additional needs in the primary phase	Application form and selection processes
Leadership	Support and demonstrate commitment to the vision for	Provide professional direction to the work of others	Application form and selection processes

	<p>the establishment of the new primary school</p> <p>Support the Headteacher in the management of change and improvement in pursuit of strategic objectives</p> <p>Prioritise, plan and organise direct and co-ordinate the work of others, build, support and work with high performing teams</p> <p>Work as part of a team</p> <p>Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out set standards and provide a role model for pupils and staff</p> <p>Seek advice and support when necessary</p> <p>Deal sensitively with people and resolve conflicts</p> <p>Commitment to equal opportunities</p> <p>Acting as a deputy safeguarding lead in a school setting</p>	<p>Make informed use of inspection and research findings</p> <p>Experience of effective data analysis to support change</p> <p>An understanding of end points for children with significant SEND in post 16 settings</p>	
<p>Personal attributes</p>	<p>Open – minded and receptive to new ideas, approaches and challenges</p>		<p>Application form and selection processes</p>

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