

Job description and person specification

Job Description: Assistant Headteacher Esteem Multi-Academy Trust

Post Title:		Assistant Headteacher
Location:		Bennerley Fields School
Purpose:		<ul style="list-style-type: none"> To support the Headteacher and Leadership Team in providing strong professional leadership for our highly motivated staff, who constantly strive to secure continued success and improvement. Ensure high quality educational experiences, progress, achievement and attainment for all students. Work closely with the Headteacher and leadership team, to develop the CPD, coaching skills, job satisfaction and well-being of all staff and stakeholders working within and supporting the school.
Reporting to:		Headteacher
Responsible for:		Supporting Leading and Managing staff and whole school areas of responsibility
Liaising with:		Teachers, Governing Body, Pupils
Working Time:		Full Time
Salary/Grade:		Grade L4 to L8 (Actual Salary £55,746 - £61,534)
Disclosure level		Enhanced
PRINCIPLE RESPONSIBILITIES		
To achieve the above		<p>Organisational management and academy improvement</p> <p>Under the direction of the Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> Support the development of the academy's ethos and strategic direction together with the governing board and through consultation with the academy community. Act as a lead in key areas of school – areas may change over time. Act as subject lead in one or more areas dependent upon specialism of post holder. Be part of the school's safeguarding team as a Deputy Designated Safeguarding Lead. Support and lead where appropriate the school's CPD offer during Inset and staff meetings. Support with the school's appraisal system with both teachers and Tas. Ensure classes are covered adequately in the absence of staff.



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	<ul style="list-style-type: none"> • To complete monitoring and quality assurance in areas of responsibility. • Support with pupil annual reviews, as required. • Support the Headteacher with development of the SEF and SIP and ensure the improvement strategies are effectively implemented. • Support as required with academy policies. <p>Qualities: The Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Uphold public trust in academy leadership and maintain high standards of ethics, behaviour and professional conduct. • Be credible and an excellent role model. • Be enthusing, driven and be able to create new opportunities for our pupils. • Build positive and respectful relationships across the academy community and with other stakeholders. • Serve in the best interests of the academy's pupils. <p>Additional and special educational needs (SEN) and disabilities Under the direction of the Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Promote a culture and practice that enables all pupils to access the curriculum. • Have ambitious expectations for all pupils with SEN and disabilities. • Make sure the academy works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate. • Make sure the academy fulfils statutory duties regarding the SEND Code of Practice. <p>Professional development Under the direction of the Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Ensure staff have access to appropriate and quality professional development opportunities. • Keep up to date with developments in education. • Seek training and continuing professional development to meet needs. • Contribute to the academy CPD events and Inset delivery. <p>Governance, accountability and working in partnership Under the direction of the Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Ensure that the school staff understand their professional responsibilities and are held to account. • Ensure the site effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties. • Contribute to Governance reports and attend the LGB on occasion.
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	<ul style="list-style-type: none"> • Work successfully with other academies and organisations. • Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils. <p>Other areas of responsibility</p> <ul style="list-style-type: none"> • To keep up to date with, and actively monitor, national, regional and local developments in the curriculum practice. • To support staff in the understanding of the intent, implementation and impact of the curriculum.
<p>Other Generic Responsibilities:</p>	
<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust. • To take and be accountable for all decisions made within the parameters of the job description. • Participate with performance management and training and activities that contribute to personal and professional development. • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities. • Provide a high standard of customer service in all dealings internal and external to the MAT. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. 	



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Person Specification: Assistant Headteacher Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> • Qualified teacher status • First Degree or equivalent • Evidence of relevant training within the past five years • A commitment to undertake further relevant training • Experience of working with young people with complex needs, including ASD, ADHD, SLD, SEMH • Experience of leading teams and school initiatives • Experience of managing and coordinating staff • Committed to study for recognised leadership qualifications • Leadership qualification (or willing to undertake) – e.g. NPQSL • Experience of monitoring and evaluating teaching and learning • Established leadership experience at middle leadership level
Desirable	<ul style="list-style-type: none"> • At least 3 years successful teaching experience in the SEN sector • Leadership experience in schools catering for students with learning difficulties and additional complex needs • Previous experience of leading a subject throughout school • Evidence of additional further educational and leadership qualifications – e.g. NPQSL • Experience of supporting headteacher and staff through a positive OFSTED experience • Experience of conducting performance management appraisals with teachers and support staff
KNOWLEDGE AND ABILITIES	
Essential	<ul style="list-style-type: none"> • A demonstrable, passionate commitment to improving the lives and opportunities of children and young people with special educational needs and challenging behaviours • Knowledge of the teachers' standards • Knowledge and understanding of data analysis and the ability to use data to set targets for improvement • Up to date knowledge and understanding of the current national education agenda, especially the new Ofsted framework • Promote high quality practice of teaching, learning and behaviour • Safeguarding and Child Protection • Knowledge of a range of approaches to developing students' communication skills • Provide direct support for students with a range of complex special needs • Communicate professionally and confidently with colleagues, other professionals and families
Desirable	<ul style="list-style-type: none"> • Good problem-solving strategies • Sensitivity and Tenacity • Experience of leading initiatives involving assessment without levels • Understanding of the implementation of TEACCH • Team Teach trained



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Leadership skills	
Essential	<ul style="list-style-type: none"> • To be able to support the Headteacher in leading staff towards achieving outstanding outcomes for students • To lead on teaching and learning including monitoring curriculum coverage and areas of responsibility • Assist the Headteacher to initiate and manage change & improvement in pursuit of excellence in Teaching and Learning • Motivate and inspire by setting and following high standards in all aspects of the Assistant Headteacher role • Seek advice and support when necessary • Deal sensitively with people and resolve conflicts
Desirable	<ul style="list-style-type: none"> • Evidence of successful development planning • Ideas to contribute to the vision, leadership and strategic direction of the school. • Experience of successfully holding others to account for their performance • The ability to lead on planning for teaching and learning • Experience of successfully leading aspects of school improvement priorities
Personal attributes	
Essential	<ul style="list-style-type: none"> • Adaptability to changing circumstances and ideas • Energy and enthusiasm • Reliability, confidentiality and integrity • Confidence to question the Headteacher and other school leaders on issues of professional judgements and decision making in an appropriate and informed manner.