




## Job Description: ASSISTANT HEADTEACHER inc SENDCO & DSL

<b>Job title:</b>	ASSISTANT HEADTEACHER	<b>Team:</b>	Senior Leadership Team
<b>Based at:</b>	 <b>The Welldon Park Academy</b>		
<b>Scale:</b>	Leadership Scale (School Teachers' Pay and Conditions Document)		
<b>Line Manager:</b>	Academy Lead		
<b>Hours:</b>	Full time		
<b>Salary &amp; Grade:</b>	Standard Leadership scale in line with the current School Teachers' Pay and Conditions L6-L10, starting point based on experience		

### Essential Functions:

- To safeguard children in every interaction including a proactive approach to health and safety
- To work with senior leaders in all aspects of leadership & management and to take responsibility for managing & developing a whole school responsibility (initially around SEND, Inclusion & Safeguarding)
- To work professionally with all adults, following the code of conduct at all times
- To consistently demonstrate and meet all performance standards in line with trust expectations
- To work proactively and effectively in partnership with parents/carers, those in governance, other staff and external agencies in the best interests of children
- To support the academy and trust's vision and values
- To undertake any other duties as required by the academy or trust

All teachers are required to carry out the professional duties & responsibilities as set out in the current STPCD, and for leaders this includes working beyond directed hours as required

The Assistant Headteacher will be an effective member of the Senior Leadership Team (SLT) and will play a major role under the overall direction of the Academy Lead in:

- formulating the aims and objectives of the academy;
- inspiring, motivating and leading others;
- identifying key priorities and contributing to short-term and long term development plans;
- understanding, modelling and applying the policies through which they shall be achieved;
- managing staff and resources to that end, and;
- rigorously monitoring progress towards their achievement, taking rapid action when monitoring identifies support is required to enable children to reach their potential
- develop in all ten aspects of the [National Professional Qualification Senior Leadership Framework](#)
- carrying out other duties as assigned by the Academy Lead to ensure the effective running of the academy

### JOB PURPOSE AND ACCOUNTABILITY

#### Strategic Direction and Development of the school

#### Standards, Progress and Child Wellbeing

- ensure all children are kept safe through robust safeguarding procedures and policies
- ensure learning is tailored to adapted for all children, including those with SEND
- raising standards and ensuring strong progress from starting points, and high achievement of individuals and groups of children in their phase;
- rigorously monitoring, evaluating and reviewing aspects of education in accordance with the trust's agreed policy and protocols;
- ensure ethical and statutory compliance with any assessments including access arrangements
- Support core team meetings and ensure there is support to enable staff to achieve best outcomes for children
- model high expectations in learning, learning behavior and engagement in learning having overall responsibility for the personal development and well-being of all the children

*The Pegasus Partnership Trust is committed to safeguarding of children and expects all staff to demonstrate this commitment.*

## Developing Others and Staff Wellbeing

- providing professional challenge and support to ensure exceptional learning which is consistent over time;
- providing guidance through team-teaching, collaborating and modelling the curriculum planning,
- teaching strategies, feedback and assessment strategies, and enrichment activities to staff as required
- Using performance management process ensure high quality teaching and standards are kept
- providing induction, line management and support with performance management, and;
- ensuring workload and wellbeing of staff is a priority to ensure high performing teams

## Safeguarding Responsibilities:

- be the named designated safeguarding leader
- lead on all aspects of safeguarding, in compliance with [Keeping Children Safe in Education](#)
- coordinate the safeguarding team to ensure compliance with requirements and engagement with social care and other agencies in meetings, conferences and referrals
- lead on safeguarding training
- develop and model a culture of safeguarding aligned to the trust's values
- work alongside trust estates, HR and IT to ensure safeguarding priorities are addressed in a timely manner

## SENDCO Responsibilities:

- be the named SENDCO for the academy, working closely with SENDCOs across the trust
- lead and strategically develop SEND provision across the school, ensuring high-quality inclusive practice and positive outcomes for pupils with SEND.
- fulfil the statutory responsibilities of the SENDCO role in line with the SEND Code of Practice.
- monitor and evaluate the quality of provision for pupils with SEND, ensuring effective support, intervention and appropriate adaptations are in place.
- work collaboratively with teachers, leaders, external agencies and families to ensure pupils with additional needs are well supported and able to thrive.
- oversee the identification, assessment and monitoring of pupils with SEND and maintain accurate records and documentation.
- support staff in developing inclusive classroom practice and adaptive teaching strategies.
- lead and contribute to professional development related to SEND, inclusion and pupil wellbeing.
- manage and deploy SEND support staff effectively to maximise pupil progress and impact.
- ensure EHCPs, support plans and statutory requirements are implemented effectively and reviewed appropriately.
- promote a culture of inclusion, high expectations and equity across the school through modelling the expected standards outlined in the [National Professional Qualification for SENDCOs](#)

## Support the Academy & Trust:

- ensure you always meet your statutory safeguarding and equality duties
- commit to professional development, fully engaging with every continuing professional development opportunity presented
- contribute to the development and implementation of all policies and procedures without exception
- attend and run/lead trips, events, clubs, parent association events and other opportunities as required, including where they may occur out of usual hours
- attend additional meetings and training as required
- develop and maintain effective relationships with all adult stakeholders, deploying staff respectfully
- go the extra mile to demonstrate a commitment to “children first”

## Other responsibilities:

The successful candidate will have a teaching commitment between 0.2FTE and 0.5FTE, dependent on cover arrangements.

*This job description is not a contract of employment and will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be*

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*conducted by the relevant manager or leader, and in consultation with the postholder. In these circumstances, it will be the aim to reach an agreement on reasonable changes, but if an agreement is not possible, management reserves the right to make changes to the job description following consultation. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description. You may be required to work in academies across the trust.*

**I confirm that I have read the job description and understand the requirements, essential functions and duties of the position.**

**Employee:**

**Date:**

**Manager:**

**Date:**

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# Person Specification: ASSISTANT HEADTEACHER inc SENDCO & DSL

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<b>Based at:</b>	 <b>The Welldon Park Academy</b>		

For each point below, explain how you meet the person specification in your supporting statement (no more than two sides of A4 paper) and ensure your application form covers your qualifications and full employment history. Candidates will be shortlisted based on the extent to which they meet these requirements.

## We are looking for evidence of these values throughout the application and assessment

**BELONGING:** Creating a safe, inclusive environment where every child and adult feels valued and respected.

**COLLABORATION:** Working positively with others through clear communication, teamwork and shared purpose.

**INTEGRITY:** Acting with honesty, fairness and professionalism while following policies and doing the right thing.

**EXCELLENCE:** Striving for high standards in teaching, learning and professional development to achieve the best outcomes.

**LEGACY:** Contributing to sustainable practices and a positive impact on the school and wider community.

CRITERIA	Application	Assessment
<b>Education &amp; Training</b>		
1. Qualified Teacher Status	✓	
2. A degree at a 2:2 or higher	✓	
3. Evidence of Right to Work in the UK	✓	
4. Evidence of Continuing Professional Development	✓	
5. SENDCo Qualification	✓	
6. Trained at advanced safeguarding lead	✓	
<b>Experience</b>		
7. A proven track record of recent outstanding practice across the primary phase and strong support to school ethos which has been sustained over at least three years.	✓	
8. Evidence of successful leadership and management of a subject area	✓	✓
9. Experience of monitoring and evaluating curriculum delivery and teaching and learning		✓
10. A proven success in a leadership/management role, including the ability to lead, motivate, performance manage and support a staff team with safeguarding experience	✓	✓
11. Experience of planning and delivering high quality school-based training for teachers and support staff members.	✓	✓
<b>Knowledge &amp; Understanding</b>		
12. Strategies for improving the quality of learning and teaching, including promoting excellence and challenging poor performance		✓
13. Strategies for school improvement and raising standards of achievement for all children especially those with SEND, safeguarding and pastoral needs	✓	✓
14. Ability to review performance, identify team and whole school priorities and prepare and monitor impact of key targets in action plans;	✓	✓
15. A comprehensive understanding of the EYFS and primary curriculum	✓	✓
<b>Skills and Qualities</b>		
16. Effective administrative and organisational skills		✓
17. A proven track record as an outstanding, creative teacher who motivates children		✓
18. Ability to cope with the pressures of a demanding management position	✓	✓
19. Be a positive, calm, people-focused person who can work effectively in a team		✓
20. Be honest, be open to feedback, and committed to professional development	✓	✓