



# Job Description

## Assistant Headteacher

**This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.**

**Forest Way School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

# Forest Way School



Forest Way School is part of The Open Thinking Partnership  
Registered address: Stoke Road, Hinckley, Leicestershire, LE10 0EA  
**Company Number: 08071851**  
Email: forestway@forestway.leics.sch.uk  
Tel: 01530 831899

<b>Job Purpose</b>	To be a consistent and exceptional, positive role model to the whole OTP and Forest Way School community.
<b>Culture &amp; Values</b>	To ensure high quality education within the OTP ethos securing ambitious and positive outcomes for children and young people.
<b>Vision in Action</b>	<p>To ensure there is clarity about development and improvement across the organisation which is based upon robust evaluation in line with National expectations and requirements.</p> <p>You will be a Deputy Designated Safeguarding Lead (DDSL)</p> <p>Ensure financial decision making is based upon robust evaluation of learning curriculum and assessment which maximises positive outcomes for children and young people.</p> <p>To deputise for the headteacher in their absence.</p> <p>To meet all the <a href="#">National Teachers standards</a> and work within the <a href="#">Framework for Ethical Leadership</a> in Education. Working towards meeting all relevant <a href="#">Headteachers' Standards</a></p> <p><b><i>There will be an annual review of aspects of responsibility across the school</i></b></p>
<b>Learning, curriculum and assessment</b>	<p>Use evidence from monitoring and evaluation to shape the school's strategic direction, ensuring the operational systems are aligned to support these priorities and drive organisational effectiveness.</p> <p>Ensure all education staff within the area of school for which you have responsibility receive regular and frequent objective and supportive feedback.</p> <p>Ensures robust assessment informs teaching at all times enabling a high level of progressions and achievement for all children and young people.</p> <p>Ensure the curriculum is rich, relevant and inspirational and contributes to enabling outstanding education and whole person outcomes for all children and young people.</p> <p>Ensure all staff have a high level of understanding about how children and young people learn providing up to date and relevant practice to reduce barriers for children and young people with SEND.</p>
<b>Teams</b>	Ensure effective team work across the aspect of our school for which you are responsible.

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	<p>Ensure all staff have the necessary skills and aptitudes relevant to their roles throughout robust recruitment and carefully planned CPD.</p> <p>Lead staff professional development, partnering with the Head of School to ensure professional growth maximises positive outcomes for children and young people, including carrying out development review meetings.</p> <p>Lead by inspiring, motivating and influencing staff and pupils taking a lead role in maintaining and raising standards of teaching and learning, engagement and interaction and safeguarding.</p> <p>Ensure there is a strong and positive ethos for all members of the school community to reach their full potential monitoring and evaluating the effectiveness and impact of every role within the school.</p>
<b>Community</b>	<p>Ensuring effective partnerships at multiple levels with different stakeholders which maximise positive outcomes for children and young people through active staff management and consistent day-to-day stakeholder collaboration. Put into practice a comprehensive engagement strategy that successfully bridges the gap between informal relationship-building and formal communication channels.</p> <p>Ensuring an effective inclusive learning environment with equality of opportunity for all.</p>
<b>To whom the postholder reports to</b>	<p>The postholder is responsible to:</p> <ul style="list-style-type: none"> <li>○ The Headteacher in all matters</li> <li>○ The CEO and Trustees of OTP</li> </ul>
<b>Generic duties and responsibilities</b>	<p>Everyone is responsible for safeguarding children and young people to the highest standard including supporting and meeting their medical needs.</p> <p>Everyone is responsible for ensuring they follow and comply with OTP and school policy and procedures at all times.</p>
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The post holder will be expected to comply with all reasonable requests from the Headteacher (or CEO) to undertake work of a similar level that may not be directly specified in their job description</p>	