

Job Description & Person Specification

Job Title:	Assistant Headteacher
Service / Provision:	Brimble Hill School
Job Family:	Senior Leadership Team
Line Manager:	Headteacher
Salary Band:	L6 – L10
Annex	Please ensure you refer to Annex 1 with this Job Description

The duties outlined are in addition to the ones stated in the latest School Teachers' Pay and Conditions document that you will automatically be required to meet. The duties may change to match the individual skills and expertise of the person appointed. In addition, you will be required to undertake professional duties delegated by the Headteacher (HT), including a teaching commitment of 0.4, (subject to agreement with the HT).

The Assistant Headteacher (AHT) will support the Headteacher with the professional and operational responsibility for the leadership, organisation, management and conduct of the Provision.

Key accountabilities, duties and responsibilities

Leadership

- The AHT, working with the HT and other employees, will help to develop and implement the strategic view of the Provision and plan for its future needs and future developments.
- Support the HT to create, shape and instil the Teaching and Learning values of the Provision and therefore communicate and drive the direction to ensure outstanding teaching and successful learning of all pupils
- Enable and encourage all employees to work towards the Provision's aims and to achieve the Strategic vision and annual whole Provision targets.
- Introduce, lead and manage specific initiatives for development.
- To contribute to whole school improvement and the work of Brunel Academies Trust.
- To take on the role as SENDCo

Teaching and Learning

- Support the employees to create and maintain an attractive and exciting environment for learning.
- Give a high priority to the further development of a wide range of teaching and learning opportunities.
- Support the management of the system for monitoring and developing the quality assurance of teaching and learning, providing coaching and mentoring where necessary.
- Line-manage key members of Provision employees.
- Promote the effective management of positive pupil behaviour.
- Support the management of the system for assessment, recording and reporting of pupil progress.

Provision Improvement

- Support the HT to develop and deliver on an effective SEF which identifies appropriate priorities and targets for the next academic year.
- Work with the HT to translate the key priorities of the SEF into an effective Provision Development plan.
- Support the implementation for the actions identified.

Compliance: Behaviour, Safety and Care of pupils

- Support the HT to ensure safer recruitment standards are compliant.
- Work with pupils, teachers and families to enhance awareness of safeguarding issues.
- Promote a culture of Health & Safety wherever pupil learning takes place.
- Ensure compliance with all relevant Health & Safety legislation.
- Where necessary, support the HT's with initiating, reviewing and publishing of Provision policies in all areas and ensure compliance with National guidelines.
- Promote equality of opportunity regardless of gender, social, cultural, linguistic, religious or ethnic background through a range of activities.

Estate: The Learning Environment

- Support the HT to ensure the Provision buildings and grounds including the contents and equipment are safe and well-maintained.
- Support the HT ensure the learning environments are compatible with the vision of the Provision and provide the highest quality learning opportunity for all pupils by working with the Central Services (CST) and Estates and Facilities Management team (EFM) to make improvements and maintain the facilities to meet the needs of all our pupils.

The Community (we serve): Parents / Carers and the Wider Community

- Communicate the vision of the Provision to parents, carers, stakeholders and the wider community, both in person and via written and /or electronic media.
- Support the HT in promoting and maintaining good links with local community.
- Participate fully in the local community and maintain good links within it.
- Maintain and promote our open-door policy with parents, carers and local stakeholders.
- Work with other professional providers to continually review, improve and develop the provision.

Tasks/duties	Essential skills	Desirable skills
Qualifications & Training	<ul style="list-style-type: none"> • Qualified teacher status. 	<ul style="list-style-type: none"> • Further SEND Qualifications.
Knowledge & Experience	<ul style="list-style-type: none"> • Significant SEND teaching experience. • Setting targets and monitoring performance in order to raise pupil achievement. • Successfully managing and/or supporting staff. • Successfully managing a range of support systems for CYP. • Organising and leading employees, including training • Knowledge and understanding of the role of a senior leader. • Knowledge of current SEND issues and curriculum development. 	<ul style="list-style-type: none"> • Managing effective quality improvement systems and procedures. • Up to date knowledge of EYFS and primary education. • Lead role in a curriculum area
Skills & Abilities	<ul style="list-style-type: none"> • Excellent organisational skills. • Good ICT Skills. • Good communication skills. • Ability to relate to people at all levels. 	<ul style="list-style-type: none"> • Ability to contribute to extra-curricular activities. • Ability to support the management of change. • Flexibility and enthusiasm to embrace change.