

Job Description and Person Specification

Job Title:	Assistant Headteacher (AHT) – EBSA Secondary/SENCO
Service Provision:	Melksham House School
Job Family:	Senior Leadership Team (SLT)
Line Manager:	Deputy Headteacher (DHT)
Salary Grade:	Leadership Scale 6 - 10
Annex1:	Please ensure you refer to Annex 1 with this job description

With support from the Headteacher (HT) and Deputy Headteacher, the Assistant Headteacher will have professional responsibility for the SEND and Secondary aspects of the school.

Melksham House School is a new all through (4-16) SEMH independent special day school located within Wiltshire. From the onset on pre-opening the Assistant Headteacher must install a culture of systematic improvement through inspirational leadership, SEND knowledge and a commitment to providing a high-quality education for all pupils.

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.

Principal Purpose of the Role

To carry out the professional duties of an Assistant Headteacher as circumstances may require and in accordance with Brunel Education policies under the direction of the Head Teacher.

As directed by the Headteacher the Assistant Head will:

- Lead and develop Melksham House and ensure that it meets the needs of the pupils who have a diverse range of SEND.
- Effectively lead and manage teaching and learning (secondary/EBSA).
- Support delivery of and identify SEND specific team training.
- Advise, support and promote on development of best SEND practice and provision across the school.
- Work effectively to share and communicate the SEND needs of all pupils.
- Ensure that the EHCP review process is developed and improved on an on-going basis.
- Ensure that new admissions are appropriate for the Melksham House designation and associated estate.
- Promote excellence, equality, and high expectation for all pupils
- Provide vision, leadership, inspiration, and direction
- Evaluate aspects of school performance and identify priorities for continuous improvement
- Deploy resources effectively to achieve the school's aims
- Carry out day-to-day management, organisation, and administration
- Create a safe, productive learning environment which is engaging and fulfilling for all pupils

To shape the future

As directed by the Headteacher the Assistant Headteacher will:

- Think strategically, build and communicate a coherent vision in a range of compelling ways
- Inspire, challenge, motivate and empower others to carry the vision forward
- Model the values and vision of the school and trust.

To lead teaching and learning (Secondary/EBSA)

As directed by the Headteacher the Assistant Headteacher will:

- Demonstrate personal enthusiasm for, and commitment to, the learning process.
- Think outside the box to lead the re-engagement of a cohort of learners who have found attendance challenging.
- Demonstrate the principles and practice of effective teaching and learning.
- Access, analyse and interpret information.
- Acknowledge excellence and challenge poor performance across the school

To develop self and work with others

As directed by the Headteacher the Assistant Headteacher will:

- Foster an open, fair, equitable culture and manage conflict.
- Develop, empower, and sustain individuals and teams.
- Enable staff to manage their workload to achieve an appropriate work-life balance.
- Collaborate and network with others within and beyond the schools and trust.
- Challenge, influence and motivate others to attain high goals.
- Give and receive effective feedback and act to improve personal performance.
- Accept support from others including colleagues, Trust, and the Local Authority partners.

To manage the Secondary/EBSA element of the organisation

As directed by the Headteacher the Assistant Headteacher will:

- Establish and sustain appropriate structures and systems.
- Manage the elements of school efficiently and effectively on a day-to-day basis.
- Delegate management tasks and monitor their implementation.
- Prioritise, plan, and organise his/her own work and that of others when appropriate.
- Make professional, managerial, and organisational decisions based on informed judgements.
- Think creatively to anticipate and solve problems.
- Ensure a culture of effective safeguarding is prioritised.

To secure accountability

As directed by the Headteacher the Assistant Headteacher will:

- Demonstrate awareness of national SEND policy direction and anticipate educational trends.
- Engage the school community in systematic and rigorous self-evaluation and subsequent improvement.
- Implement clear quality assurance and monitoring schedule to support improvement planning.
- Collect and use a rich set of data to understand the strengths and weaknesses of the schools

To strengthen community

As directed by the Headteacher the Assistant Headteacher will:

- Recognise and take account of the richness and diversity of the school communities.
- Engage in a dialogue which builds partnerships and community consensus on values, beliefs, and shared responsibilities.
- Listen to, reflect, and act on community feedback.
- Build and maintain effective relationships with parents, carers, partners, and the community that enhance the education of all pupils.

Specific Melksham House School responsibilities

- Build, foster and maintain relationships with Melksham Community campus.

Tasks/duties	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Qualified teacher status • Evidence of recent and relevant further professional development in preparation for a leadership role. • National Award for SENCO/willingness to complete the qualification within 18 months of being in post 	<ul style="list-style-type: none"> • Specialist qualifications related to SEND
Knowledge and Experience	<ul style="list-style-type: none"> • An excellent classroom teacher. • Successful leadership and management experience in a SEND/Secondary school. • Experience of working with a range of pupils with SEND. • Knowledge of SEND systems and processes that support school improvement and effectiveness • Knowledge and experience of utilising intervention and enablement strategies to successfully support SEND pupils. • Knowledge of the SEND Code of Practice (2015) and the associated Statutory responsibilities • Knowledge and experiences of designing and implementing an adapted national curriculum for an identified cohort of pupils. 	<ul style="list-style-type: none"> • Knowledge of SEMH theory to support whole school strategic and operational development • Experience of leading or working with pupils who have found school attendance challenging. • Ability to assess pupils for access arrangements.
Skills and Abilities	<ul style="list-style-type: none"> • Clear vision and leadership skills: ability to lead and manage people as individuals and to develop the common goals of a team. Able to challenge, motivate and inspire others. • Able to think analytically and creatively and demonstrate initiative in solving problems. • Excellent written and verbal communication skills. • Ability to organise work, prioritise tasks, make decisions and manage time effectively, recognising the importance of work/life balance. • Ability to engage and motivate students who may find learning a challenge. • Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to pupils. 	<ul style="list-style-type: none"> • The ability to support and enable staff through effective delegation. • Ability to lead and work in a team. • Ability to think and plan strategically and to respond flexibly to change. • Aware of national practice and organisations that support SEND and inclusion. • Possess the skills to lead child protection and safeguarding with up-to-date knowledge of relevant legislation and guidance.