Assistant Headteacher

Spa School

Job Description

Leadership Point 11 – 15

This is a senior post within the school's leadership team. This post holder will take on specific strategic leadership responsibilities.
They will also lead a key aspect of the curriculum and coordinate a key stage or group of classes within the school. They may be called on to deputise for the Head of School / Headteacher and Deputy Headteacher in the event of their absence.

The key role of this post is to provide development and management of the teaching and learning of pupils and to take a lead in the monitoring and evaluation of standards. The post holder is expected to mentor new teachers and to interact and lead colleagues on a professional level in order to promote a mutual understanding of the school's vision and values.

The post holder will be responsible to the Head of School / Headteacher and Deputy Headteacher and will be required to network and liaise across the range of professionals from a range of disciplines and various organisations to ensure a consistency of approach regarding standards, support, transition and high-quality learning and teaching.

Main Expectations of the role

1. **Teaching and learning**
   - A teaching commitment of around 40% of lessons, including demonstration lessons and cover for absent teachers on occasion
   - Maintain the quality of teaching and learning across a key stage or group of classes
   - Line manage teachers in a key stage or group of classes
   - Monitor and evaluate classroom practiceProvide support for colleagues in improving their classroom practice through coaching and mentoring
   - Provide training for all staff where appropriate
   - Lead a key curriculum subject area (to be agreed) across the whole school
   - Contribute to target setting; including statutory procedures and targets for individuals and groups

- Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils in the school

2. **Leadership and management**
   - Support the Executive Headteacher, Head of School / Headteacher, Deputy Headteacher and Trustees in establishing a vision for the future of the school; demonstrating leadership and creativity and a clear focus on pupil achievement
   - Participate fully in the school improvement planning process, taking account of the agreed priorities of the school and how these link with national and local initiatives
   - Take full responsibility for a key element of the school development plan
   - Report and present to the Head, Deputy, governors and external partners
   - Work to a high standard in implementing agreed policies, priorities and expectations, and in doing so set a good example to other colleagues
   - Provide coaching and mentoring for the staff within the key stage
   - Participate in the induction of new staff
   - Promote a culture of team work, in which views of all members of the school community are valued and considered
   - Contribute to the self-evaluation of the school

3. **Other**

   - Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount
   - Set high expectations for your own performance and that of others
   - Engage in relevant professional development activity as necessary
   - Work alongside the Deputy Head to secure improvement through Performance Management; take responsibility for the performance management of identified staff
   - Support staff in understanding their own accountability, and develop approaches to its review and evaluation
   - Contribute to policies and practices which promote equality of opportunity and tackle prejudice
   - Attend occasional meetings during evening hours, as required
   - Participate in enrichment events outside of school hours including presentations, community learning activities and residential trips as required
   - As Assistant Head, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher / Head of School.

Person Specification

Assistant Headteacher

1. Qualifications and Experience	
1.1	Appropriate teaching qualification
1.2	Qualified teaching status
1.3	Evidence of personal and professional development in preparation for management
1.4	Outstanding classroom practice in a special school
1.5	A thorough understanding of successful strategies for teaching autistic pupils
1.6	Proven ability to set and achieve meaningful targets focused on achieving high educational standards
1.7	Ability to articulate a clear vision for the education of autistic pupils
1.8	Successful curriculum and subject leadership experience
1.9	Successful experience developing and implementing behaviour support strategies for pupils

2. Skills and Personal Qualities	
2.1	Excellent teaching skills
2.2	The ability to set and monitor targets to maximise pupil progress
2.3	The ability to lead staff in effective behavior support
2.4	High personal and professional standards
2.5	Excellent interpersonal and communication skills
2.6	The resilience to manage one's own work pressures and the capacity to manage effectively the work of others
2.7	The capacity to inspire and motivate others – both adults and pupils
2.8	Enthusiasm, flexibility and maturity of approach