

# Job Description

**School**  
**Post Held**  
**Salary Scale**  
**To Whom Responsible**

**Bradstow School**  
**Assistant Head Teacher (Lower School)**  
**L17 - 19**  
**Head Of School**

## **Aim of the Post**

To deputise in the absence of the Deputy and Headteacher.

The Assistant Headteacher will be a member of the Senior Leadership Team and therefore a champion across the whole school for the vision, values and mission of the school community and its strategic priorities.

The Assistant Headteacher will primarily be responsible for the planning and organisation of the Lower School, and for the development of the Lower School Curriculum up to Year 9, ensuring that there is a rich, varied and balanced educational offering for pupils across the whole ability range, liaising with the Upper School Leader where appropriate, to ensure effective delivery in ages/areas, where appropriate, of National Curriculum subjects in the Lower School.

The Assistant Headteacher also takes a lead role in advising the Headteacher of strategic planning and management issues across the school community.

The Assistant Headteacher is responsible for the operational planning and organisation of the school day, and the strategic implementation of the curriculum and its management. The Assistants also provide the focus to the school wide planning and assessment of pupils' learning.

The Assistant Headteacher will primarily be responsible for the planning and organisation of the Lower School, and for the development and implementation of the National Curriculum, meeting all statutory requirements and appropriate good practice. Also to ensure that there is a rich, varied and balanced educational offering for pupils, and liaising with the Upper School Assistant Headteacher for planning learning activities for post Year 9 pupils.

The Assistant Headteacher will be responsible for supporting subject leaders in the planning and delivery of their subject areas throughout the school, ensuring that all teachers benchmark both internally and externally, to drive their general leadership practice, and externally, to drive subject expertise. The Assistant Headteacher will also support colleagues devising, updating and evaluating all plans, setting and evaluating pupil targets as well as ensuring the appropriate data and assessments are forwarded onto the governors and Headteacher as required.

The Assistant Headteacher will also liaise with childcare management and staff in a similar manner to ensure holistic approaches and consistency of provision, including flexibility of working outside of core education hours. It is expected that there will be an element of delivering Professional Development as required.

There will also be a requirement to support teachers and support staff in the undertaking of their daily school-wide duties and responsibilities within the Upper School.

### **Specific Duties of the Post**

1. To nurture and sustain a Culture of Gentleness within the department, and across the whole school community.
2. The Assistant Headteacher takes a lead role in advising the Headteacher of strategic planning and management issues.
3. Direct and coordinate the Lower School at an operational and strategic level as a member of the Senior Leadership Team.
4. To develop, and take forward, the vision and strategic priorities of the school as part of the Senior Leadership Team and with staff across the whole School.
5. To promote the importance of regular reflective practice through the use of video reviews throughout the school.
6. Develop and monitor the processes and systems for planning and delivering curricular activities across the full contact range of the Lower School, and to ensure that statutory requirements are met.
7. Liaise with the Head of Upper School and other SLT colleagues to ensure appropriate opportunities and inclusion for the children and young people.
8. Support and collaboratively develop other approaches, initiatives and specialist programmes so that the full needs of all of the children and young people can be met.
9. Support and enable colleagues to improve the management of their own subject areas.
10. Keep up to date with National Curriculum and national developments, and lead their adaptation and integration into general school practice.
11. Liaise with care managers, external agencies, parents and carers as necessary, ensuring effective and timely communication and action.
12. Build relationships with the Governing Body and report to them as required.
13. Take responsibility for specific aspects of the implementation of the School Improvement Plan.
14. Explore how to extend opportunities for young people.
15. To carry out duties as set out in paragraph 48 of the School Teachers Pay and Conditions Document 2017.

16. Be responsible for delivering a broad and balanced curriculum, which meets the relevant requirements. Also to take into consideration other curriculum approaches and specialist programmes so that the full needs of the pupils can be met.
17. To chair Annual Reviews and relevant case conferences when required, mainly during school hours, but sometimes out of school hours.
18. Become acquainted with the planning and record keeping systems in operation in the school. Keep records accurately and up to date and be prepared to submit them for inspection by the Headteacher upon request.
19. Lead assessment of pupil progress in the department
20. Direct and co-ordinate the work of support staff in the department.
21. To take responsibility where required, and subject to mutual agreement, for an additional area of curriculum or resource development.
22. Line management of all teachers and support staff within the department, and be responsible for Performance Management and Professional Development.
23. Liaise with other professionals and support teachers to develop learning programmes for individual pupils and/or groups of pupils.
24. Represent the school at professional meetings, either at the school or off-site.
25. Promote good communication with parents and carers via email, letters, telephone calls and meetings.
26. Keep up to date with developments in SEN and current initiatives.
27. Support the Headteacher in the implementation of all school policies and procedures.
28. When required, to deputise in the absence of the Deputy and Headteacher.
29. Take an active part in whole-school development planning and development implementation.
30. Carry out duties in relation the above as directed by the Headteacher in line with the compulsory 1265 hours and the professional duties.
31. To attend Education Management Team and Senior Leadership Meetings and 8am briefings in order to ensure staff cover.
32. To undertake additional hours at weekends (approximately monthly) including school events, meetings and professional development as directed by the Headteacher

**School Wide Responsibilities:**

33. Undertake whole school duties as a member of the Senior Leadership Team.
34. Deputise for the Deputy and Headteacher where appropriate
35. Lead and contribute to good practice development across the school community including a strong commitment to Gentle Teaching and the Culture of Gentleness.
36. Be responsible for the implementation of school priorities and the School Improvement Plan.
37. Event liaison with other members of Senior Leadership Team members, Department and Team leaders.
38. Build and role model kind and respectful relationships throughout the whole School.
39. To attend appropriate professional development and to disseminate skills learning and good practice to the rest of the staff.
40. To undertake extraneous duties as a result of requirements identified as part of the School Development process, as directed by the Headteacher.
41. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
42. To ensure that the Headteacher is made aware and kept fully informed of any concerns which the post holder may have in relation to safeguarding and/or child protection.
43. To support the Headteacher in the implementation of all school policies and procedures, and with the strategic priorities across the school community.
44. To undertake such other duties and responsibilities that may from time to time be required at the discretion of the Headteacher.
45. You may be required to undertake the responsibility of a Designated Safeguarding Lead for the school. (You will be notified if this is the case). You will be expected to attend the necessary training and fulfil the requirements and ensure child protection policies and procedures are followed in line with legislation and Ofsted guidelines. **(Children Act 1989 and 2004, Working Together to Safeguard Children 2018, Keeping Children Safe in Education 2018.)**
46. Any other duties commensurate with grade as directed by Line Manager or Senior Management

47. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
  
48. To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

*This job description may be amended at any time after discussion with you.*

# Person Specification

## Qualifications and Experience

1. Qualified Teacher Status.
2. Detailed knowledge and understanding of the National and other curricula used in the school.
3. Specific experience and/or training relevant to curriculum development.
4. Experience of introducing and implementing new curriculum developments.
5. Experience of supporting and enabling colleagues and the ability to enable them to improve their leadership of their own specialist area/s.
6. Experience of devising and implementing IEP's and liaising with childcare staff.
7. Training, interest and/or experience relevant to working with children with autism and/or severe learning difficulties.
8. Proven skills in target setting and assessment

## Skills, Knowledge and Abilities

1. The ability to work flexibly within a collaborative and supportive framework.
2. A broad knowledge of modern strategies for teaching with SEN.
3. The ability to develop the National Curriculum in the school.
4. The ability to use a computer for teaching purposes and also for the planning, preparation and assessment of pupil progress.
5. Evidence of the ability to work as a member of a team and to direct support staff as necessary.
6. Knowledge of the curricular needs of pupils with autism and severe learning difficulties.
7. The ability to work flexibly within a collaborative and supportive framework, as part of a multi-disciplinary team.
8. Flexibility in order to respond to the needs of the school in undertaking extraneous duties when required.
9. A willingness to contribute to the life of the school.

10. An ability to work closely with parents/carers in providing an education that is suitable to the needs of pupils with autism and severe learning difficulties.
11. An understanding of the Council's Equal Opportunities Policy and the ability to apply it to your work with the pupils.
12. The ability, under the direction of the Headteacher, to develop and introduce policies, systems and processes to improve and develop the curriculum offering of the school.

**Note: Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.**

*Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.*