

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## JOB DETAILS

Job title:	Assistant Headteacher at The Pavilion Site (part of The Garden School)
Directorate:	The Garden School / The Post will be based at the new Post 16 Provision The Pavilion School on Ickburgh Road
Reporting to:	Executive Headteacher
Grade:	L17-L19 ( Salary £70,552-73,715)
Contract Type:	Full-time

## Job Description

### Main purpose

The assistant headteacher will support the Executive Headteacher and SLT in being fully committed to the Pavilion school's vision and ethos.

- Communicating the Pavilion school's vision and ethos compellingly and supporting the Executive headteacher's strategic leadership
- The day-to-day management of the Pavilion school
- Formulating the aims and objectives of the Pavilion school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Playing a main role in school improvement and school self-evaluation planning process, through agreed priorities
- They may also be required to undertake any of the duties delegated from the Executive headteacher.

### Qualities

The assistant headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Develop the profile of the Pavilion with stakeholders and the wider community

### Main duties and responsibilities

#### School culture and behaviour:

Under the direction of the Executive headteacher and SLT

- Create a culture where pupils experience a positive and enriching school life
- Enable an environment that is supportive, safe and student centred
- Uphold educational standards in order to effectively prepare pupils for adulthood
- Hold high expectations of what each pupil can achieve
- Make sure the school works effectively with parents, carers and other professionals to secure good outcomes for all pupils whatever their needs

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- Ensure a culture of staff professionalism and development based on team work through collaboration and co-operation
- Hold staff to account if standards fall short of expectations
- Lead by example, and be an outstanding role-model for staff
- Put in place policies and procedures that ensure positive behaviour support is consistent and embedded in classroom practice
- Ensure that pupils' needs always come first and that this underpins the behaviour and attitudes of staff at all times.

## **Teaching, curriculum and assessment**

Under the direction of the Executive headteacher and SLT

- Establish and sustain high-quality teaching based on evidence-informed approaches in both Key Stages
- Lead the development and review of a curriculum that prepares pupils well for adulthood and is sufficiently personalised to secure good outcomes for individuals
- Ensure that the whole school assessment strategy including recording, reporting, monitoring and evaluation of pupil data is rigorous and well-evidenced
- Ensure interventions are planned and implemented for those pupils who are not progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively

## **Organisational management and school improvement**

Under the direction of the Executive Headteacher and SLT

- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Produce high quality documentation relating to this for relevant stakeholders
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication

## **Staff management and professional development**

Under the direction of the Executive headteacher and SLT

- Performance manage relevant staff including support staff, monitoring probationary staff and carrying out appraisals, holding staff to account for their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education and in particular SEND and post 16 education
- Seek training and continuing professional development to meet own needs
- Participate in the recruitment and appointment of teaching and support staff as appropriate
- Support the induction of new staff to the school and those being trained within the school as appropriate
- Be an excellent role model for staff in terms of being reflective and demonstrating a desire to improve and learn
- As appropriate, undertake activities related to professional, personnel/HR issues
- Contribute to HR and other leadership processes as appropriate eg sickness absence, disciplinary, capability.

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## **Governance, accountability and working in partnership**

Under the direction of the Executive headteacher and SLT

- Work with the governing board, attending relevant meetings, providing comprehensive reports to keep them well informed and up to date with school developments.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Create links with the local community
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Promote and protect the health and safety of pupils and staff.

## **Pastoral**

Under the direction of the Executive headteacher and SLT

- Establish and implement whole-school systems for pupil and staff wellbeing
- Promote effective multi-disciplinary working with all specialist support services including liaising with all professionals and joint planning as appropriate
- Promote and evaluate the effectiveness of the school's positive behaviour policy and strategies
- Monitor pupil attendance and ensure it remains high in comparison with similar schools.
- Analysing whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the assistant headteacher will carry out.

The postholder may be required to do other duties appropriate to the level of the role.

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## Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Degree</li><li>• Professional development in preparation for a leadership role</li><li>• Professional development relating to education of autistic pupils</li></ul>
Experience	<ul style="list-style-type: none"><li>• Leadership and management experience in a school for autistic pupils with learning difficulties</li><li>• At least 5 years of teaching experience</li><li>• Involvement in school self-evaluation and development planning</li><li>• Line management experience</li><li>• Demonstrable experience of successful line management and staff development</li><li>• Experience of successful safeguarding of autistic pupils</li></ul>
Skills and knowledge	<ul style="list-style-type: none"><li>• Understanding of high-quality teaching for older autistic pupils with learning difficulties, and the ability to support others to improve</li><li>• Understanding of school finances</li><li>• Effective communication and interpersonal skills</li><li>• Ability to communicate a vision and inspire others</li><li>• Ability to build effective working relationships</li><li>• Ability to promote the school amongst stakeholders and the wider community</li><li>• Knowledge and understanding of current safeguarding policies and procedures</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</li></ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.