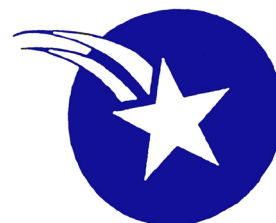


Stephen Hawking School

* One School in Two Locations in LBTH *



Job Description:

Senior Assistant Headteacher

Grade:	Leadership Pay Scale Range L11 – L15	Hours:	School Teachers pay and conditions as approved by the GB
Responsible to:	Executive Headteacher Deputy Headteachers (Heads of Site)	Manages:	Up to FTE 6.0 Teachers in a designated Key Stage and all other support staff. Up to FTE 1.4 Out Reach Teachers and support staff

MAIN PURPOSE

The Assistant Headteacher will:

- be able to undertake the normal responsibilities of a class teacher, additionally to be responsible for providing cover for the executive headteacher or deputy headteachers (heads of site) in their absence
- be a member of the senior leadership team
- assist the headteacher in leading and managing the school
- Undertake such duties as are delegated by the headteacher
- play a major role under the overall direction of the headteacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:
 - establishing the policies through which they shall be achieved
 - leading and managing staff and resources to that end
 - monitoring progress towards their achievement.

MAIN TASKS

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

- **Key Stage Leadership and Management**
 - responsible for successfully leading and managing Teachers and Support Staff across the school. In addition, to specifically manage non class based education staff to ensure high quality educational provision
 - work efficiently and effectively with Teacher/s who have key stage management and/or leadership responsibilities within the designated key stage and who have responsibilities across other key stages
- **Outreach**
 - coordinate outreach support across LBTH mainstream primary schools for children with S/PMLD
 - line manage outreach teachers

- liaise with other specialist teachers regarding the education provision for children with S/PMLD who attend mainstream primary schools
- co-ordinate the transition of pupils moving out of or into SHS to or from mainstream primary schools
- plan, co-ordinate and deliver training for mainstream practitioners regarding the education and inclusion of children with S/PMLD who attend mainstream primary schools

- **Satellite**
 - co-ordinate SHS satellite school provision
 - liaise with stakeholders involved in various stages/elements of the service, reporting to the Head Teacher and Governing Body as required
 - track and review the effectiveness of the provision for SHS pupils (and stakeholders) with the aim of improving the quality of provision and building good working relationships and partnerships with all stakeholders

- **Class Teacher Responsibilities**
 - carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
 - carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers
 - responsible for teaching in designated key stage and possibly other key stages as may be required.

- **Internal Organization - Management and Control of the School**

To support the executive headteacher and deputy headteachers (heads of site) to:

 - maintain and developing the ethos, values and overall purposes of the school
 - formulate the aims and objectives of the school and policies for their implementation
 - plan improvement which will translate school aims and policies into actions
 - implement the Local Authorities and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
 - ensure the efficient and effective organization, management and supervision of school routines

- **Curriculum Development**
 - responsible for progress and of non-class based education staff
 - lead and contribute to:
 - a curriculum area across the school
 - the development, organisation and implementation of the school's curriculum
 - school policies on curriculum, teaching and learning, assessment, recording and reporting
 - ensuring that the learning and teaching provided by different faculties and teaching teams form a coordinated, coherent curriculum entitlement for individuals
 - ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide

necessary references for other educational institutions and employers and to aid Governors in their management of the school

- ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided

- ***Pupil Care***

- responsible for the line management of specific curriculum / department / faculty areas.
- contribute to:
 - the development, organization and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance
 - the effective induction of pupils
 - the determination of appropriate pupil groupings
 - the promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
 - the development of culture of independent learning
 - the handling of individual pupil disciplinary cases.

- ***The Management of Staff***

- responsible for the line management and performance management of specific class / subject leaders / education support staff.
- participate in the recruitment and development of teaching and non-teaching staff of the school.
- contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- participate in arrangements for the appraisal of the performance of teachers.
- provide professional advice and support and the identification of training needs.

- ***Relationships***

- responsible for fostering positive relationships across the school community.
- advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
- help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing.
- assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- develop and maintain positive links and relationships with the community, local organisations and employers.

- ***General***

- commit to continued CPD which will support and enhance an ability to facilitate on-going change and change management.
- carry out any other duties that are a reasonable request from the Headteacher.
- undertake manual handling duties due to the nature of the children at the school. This post includes the requirement for a practical hands on ability to support children with physical disabilities.
- commit to unrestricted flexibility with regards to travel in LBTH which requires mobility between, both school sites, any school satellite site/s and mainstream primary schools where SHS provide its outreach service.

NB. Therefore, your principle place of work will be Stephen Hawking School otherwise known as “the school” or “school” - meaning Brunton Place site, St Jude’s Road site (and SH satellite school site/s). There being no distinction between the school and its locations. Therefore, throughout your employment with the School, you must ensure that you are able to make the necessary travel arrangements in order for you to fulfil the requirements of your post at any of Stephen Hawking School sites and school provision/service locations.

- This job description may, after discussion with the post holder, be amended at any time.

Person Specification: **Senior Assistant Headteacher**

NB. The person specification is used to shortlist applicants

1. Evidence of good teaching across the primary age range.
2. Evidence of good practice in promoting the achievement of PMLD pupils.
3. Evidence of working at a senior management level
4. Evidence of the successful leadership of a curriculum, or school development area
5. Ability to motivate, lead and manage a school staff team.
6. Evidence of very good practice in working in partnership with parents and a variety of school stakeholders.
7. Evidence of good practice in promoting inclusion and equal opportunities.
8. Demonstrate up to date knowledge and understanding of national and local issues that impact on the education of SLD and PMLD pupils.
9. Commitment to safeguarding and promoting the wellbeing of pupils and children.
10. Good record and regard for punctuality and attendance at work.
11. Be in good health and physically able to undertake the duties in the JD.
12. Willing and able to travel to different locations within LBTH as a requirement of the post.