

Sandside Lodge School - Assistant Head Teacher Job Description

POST TITLE:	Assistant Headteacher
RESPONSIBLE TO:	Headteacher
SALARY:	L6-L10



About the School:

This is an exciting opportunity to join a developing Senior Leadership Team at Sandside Lodge School. The school caters for students from 4 to 19 years of age with Education, Health and Care Plans, including complex medical and behavioural needs. It is a busy school environment with additional learning opportunities for students to further enhance their bespoke provision. Further information can be found on the school website:

www.sandside.org.uk

Overall Responsibilities

- Support the development of school priorities in line with the School Development Plan.
- Uphold policies and practices of Sandside Lodge School in accordance with current initiatives and legislation.
- Take an active role in promoting the positive ethos of the school.
- Assist the Headteacher in ensuring the educational needs of all students are effectively met.
- Responsible for shared curriculum development, assessment and monitoring across the school.
- Manage staff and resources effectively.
- Monitor progress of students through regular reviews with staff.
- Support with ensuring staff coverage across the school.
- Some teaching responsibility as required.
- Take a lead in school strategies, liaising with appropriate Governor links. Areas to be determined according to SLT strengths and needs of the school, but may include particular pathway, communication, behaviour, careers/futures, qualifications, moving and handling, ITT/volunteer mentoring, CPD, visits and community interaction.

Appointment of staff

- Participation in the selection and appointment of staff for the school where appropriate.

Management of staff

- Deployment of Teachers and Teaching Assistants, in conjunction with the Headteacher.
- Management, development and supervision of Teachers in conjunction with the Headteacher.
- Management, development, supervision and appraisal of TAs in conjunction with the Headteacher.

Policies and procedures

- To assist the Headteacher in ensuring that practices, policies and procedures are followed, evaluated and developed and are effective in meeting the individual needs of the students at Sandside Lodge School.

Educational Provision

- To develop, implement and review of the school's curriculum model for the appropriate Key Stages.
- To monitor the quality and effectiveness of teaching and learning through lesson observations, learning walks, work scrutiny, review of all planning documentation, taking into account the individual needs of the student and plan actions accordingly.
- To monitor and analyse the student progress data and to ensure the implementation of suitable support.
- Ensure special needs frameworks and assessment models are followed, and DfE reporting mechanisms are implemented.

Management of students, volunteers and placements

- Liaise with providers and coordinate placements within the school.
- Ensure appropriate induction takes place.

Training and development of staff

- To ensure that all Teachers and Teaching Assistants have access to advice and training appropriate to their needs.
- Coordinate and support training events across the school under the guidance of the Headteacher.

Self-evaluation

- In conjunction with the Senior Leadership Team, participate fully in the school's self-evaluation, monitoring and improvement processes.

Behaviour and Attitudes

- In conjunction with the Senior Leadership Team, to take a key role in the promotion of appropriate behaviour and a positive ethos amongst the students and staff.

Relationships with parents and external agencies

- To promote effective relationships with parents/carers, LA, DfE, Social Service agencies and the community.
- To contribute and liaise with other schools.

Teaching

- To act as a model of outstanding practice and to play a leading role in enhancing the quality of teaching and learning throughout appropriate Key Stages.
- To take on an agreed teaching responsibility - if required - in discussion with Headteacher; leading by example.

Senior Leadership Team

- To be a member of the school's Senior Leadership Team and take overall responsibility for the school, deputising for the Headteacher, when required.

Professional meetings

- To chair meetings as required and report on actions.

Safeguarding

- Sandside Lodge School is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.
- This post is subject to an Enhanced Disclosure check.

Person Specification for the post of Assistant Headteacher



	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Previous proven and effective teaching experience. • Experience of teaching children with SEN, particularly those with Autism and/or challenging behaviour/medical needs. • A broad experience of working with young people in educational settings with a diverse range of needs. • Effective interpersonal skills to support a range of individuals including staff, students, families and outside agencies. • Experience of leading an effective and dynamic team. • Success in partnership working within the organisation and beyond. 	<ul style="list-style-type: none"> • Minimum of 5 years teaching experience. • Minimum of 2-years leadership experience. • Experience of working in an all age special school setting.
Education / Training / Qualifications	<ul style="list-style-type: none"> • Qualified Teacher status. • Range of recent training relevant to the post and demonstrating a commitment to further training and development. • Willing to undertake further training to enhance the role. 	<ul style="list-style-type: none"> • National Professional qualifications (NPQSL). • Team Teach qualified. • Training in initiatives/approaches that support SEND.

<p>Specialist Knowledge</p>	<ul style="list-style-type: none"> • Consistently outstanding teacher • Ability to deliver a flexible and adapted curriculum to students • Awareness of relevant Government initiatives. • Knowledge and experience of current good practice and developments in SEN. • Awareness of practices and procedures relating to the welfare and safety of students. 	<ul style="list-style-type: none"> • Understanding of initiative and approaches to support students with special educational needs. (e.g. Sensory Processing, MOVE, Autism, Independent Living Skills, Thrive Approach etc.) • Ability to use Makaton or other communication devices. • Management of positive behaviour strategies
<p>Skills and Aptitudes</p>	<ul style="list-style-type: none"> • Outstanding leadership and management skills. • Experience in monitoring, evaluating and reviewing the quality of teaching and learning. • Excellent organisational and communication skills. • Ability to co-ordinate and motivate a team. • Proficient in IT skills. • Ability to deliver INSET and School Development Plan work. • Approachable and adaptable. • Ability to show initiative and work to deadlines. • Ability to work effectively under pressure in a busy environment. • Emotionally resilient. • Good sense of humour 	<ul style="list-style-type: none"> • Proven experience of empowering staff • Enthusiastic and motivated • Personal drive and integrity • Excellent attendance record • Able to drive a minibus

