



JOB DESCRIPTION- ASSISTANT HEADTEACHER

Name:

Salary: Leadership Scale: L4 to L7

Responsible to: Head of School

CONTEXT

The Albany is one of three schools in the Believe Engage Succeed Trust (BEST). All three schools provide specialist education for students who present the most challenges to engage in learning to such an extent that they are unable to access mainstream education. BEST is committed to improve the education of these children with the most complex additional needs. We achieve this through the provision of Quality First teaching, having an ethos of the child being at the centre of everything we do and working with students and their families so that they achieve the BEST that they can be.

We are a Secondary Alternative Provision Academy providing up to 70 KS3, KS4 and KS5 places for students in the Western Area of Suffolk who are experiencing challenges in accessing mainstream education as a result of social, emotional and mental health difficulties; many who may be at risk of, or have been, permanently excluded. Some also have significant learning difficulties or have a history of school refusal. We currently have 24 SEMH specialist places and 46 AP places.

Students are grouped according to their presenting need in mixed aged classes. They are provided with a blended curriculum, consisting a combination of academic, vocational and personal development activities, delivered in partnership with a number of other providers, utilising the local area resources to the full to enhance the learning experiences of our students. KS5 students (from Sept 2022) will have a bespoke post 16 offer.

The post holder must at all times seek to uphold the core values of The Trust and The Albany by building and maintaining positive relationships which maximise achievement through a personalised approach to learning.

CORE PURPOSE

The core purpose of the Assistant Head is to take the strategic lead for personal development across the school, including transition and reintegration. The post holder will also be the lead teacher for children in care. The Senior Leadership Team at The Albany work collaboratively across the team and with all staff to develop, implement and evaluate all aspects of our School Development Plan, taking the lead role on a number of interlinked strands. The post holder is expected to take advantage of professional development opportunities to invest in themselves, modelling lifelong learning. They are also expected to demonstrate the key skills required within The Albany of flexibility, adaptability and self-awareness, taking advantage of opportunities to reflect within professional supervision.

The Assistant Headteacher will support the Executive Head and Head of School in providing leadership and day-to-day operational management of the school through

- Creating a culture where students experience a challenging, positive, fun and enriching school life
- Communicating the school's vision compellingly and supporting their strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Leading and managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment of 55%, complying with the Teachers' Standards and modelling best practice for others.

The postholder must uphold the highest standards of personal and professional conduct within and outside school, including developing and promoting a culture of challenge, integrity, respect, and trust.

The postholder will be subject to the expectations within the [Headteachers' standards](#), [Teachers' Standards](#) Document and [School Teachers' Pay and Conditions](#) Document apply to this post.

All postholders take responsibility for the implementation of and compliance with BEST and school policies and procedures including those relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

LEADERSHIP, MANAGEMENT AND SCHOOL IMPROVEMENT

Under the direction of the head of school, the assistant headteacher will:

- Support the development and implementation of trust-wide and school-level processes and policies so that the school operates effectively
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties, including the [SEND Code of Practice](#), and staff and students' 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
- Undertake self-evaluation and school improvement planning alongside the trust-wide strategy to identify and improve areas in need of development in the school
- Be the Early Careers Lead and mentor in school and support staff to gain QTS where appropriate.
- Performance manage teachers and , including carrying out appraisals and holding staff to account to their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities

TEACHING, CURRICULUM AND ASSESSMENT

Under the direction of the head of school, the assistant headteacher will:

- Promote a culture and practices that enables all students to access the curriculum
- Have ambitious expectations for all students
- Lead staff to establish and sustain high quality teaching throughout the school, including
 - Curriculum leaders with subject leader expertise and access to professional networks and communities
 - Using valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum
- Ensure teaching enables students to thrive through meeting their SEMH and learning needs and enabling them to make accelerated progress
- Use evidence informed practice to identify any areas for development in teaching and support, and implement, monitor, evaluate and review interventions to improve these areas
- Support the implementation and evaluation of The Albany Curriculum so that students are supported to successfully reintegrate to mainstream or specialist setting with improved life opportunities
- Lead the teaching team to develop and use valid, reliable and proportionate approaches to assessing pupils' skills development, knowledge and understanding and SEMH progression.
- Evaluate student outcomes, across all areas of the school curriculum, key stage and student groups, identifying areas for intervention or additional support
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

SCHOOL CULTURE AND BEHAVIOUR

Under the direction of the head of school, the assistant headteacher will:

- Create a culture where students experience a positive and enriching school life
- Uphold educational standards in order to prepare all Albany students to successfully reintegrate to mainstream or transition to their new setting, and have improved life opportunities
- Provide leadership that promotes a professional culture amongst all staff at the school
- Ensure standards of behaviour are high to foster an environment in which learning can thrive
- Ensure there is clear communication and consistent implementation of The Albany's Behaviour and Relationships Policy.



WORKING IN PARTNERSHIP

Under the direction of the head of school, the assistant headteacher will:

- Work with the local governing body as appropriate
- Work successfully with other schools and organisations, including the Virtual School, and encourage community involvement within the school
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students
- Help to build on the vision of BEST and share with colleagues across the trust how this is being demonstrated in The Albany

OTHER AREAS OF RESPONSIBILITY

The Assistant Headteacher will be required to

- Safeguard and promote the welfare of children and young people, and follow school and trust policies
- Undertake the position of Deputy Designated Safeguarding Lead (The DSL is the School Engagement Leader) and Lead Teacher for Children in Care
- Work successfully with other schools and organisations, maintaining working relationships with fellow professionals and colleagues to improve educational outcomes for all students
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

This job description is not necessarily a comprehensive definition of the post but illustrates the range of responsibilities and duties of Assistant Headteacher. It may be amended at any time in consultation with the postholder.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher.

THE ALBANY HEAD OF SCHOOL PERSON SPECIFICATION

		ESSENTIAL	DESIRABLE
A	EDUCATION & QUALIFICATIONS	<ol style="list-style-type: none"> 1. Qualified Teacher Status 2. Degree level qualification 3. Professional development in preparation for a leadership role 	<ol style="list-style-type: none"> i. An NPQ (eg Senior Leadership) ii. Masters or otherwise in education (including areas associated with specialist education)
B	KNOWLEDGE & EXPERIENCE	<ol style="list-style-type: none"> 1. Successful leadership and management experience in a school 2. Minimum 3 years teaching experience in a mainstream or specialist setting (any Key stages) 3. Involvement in school self-evaluation and development planning 4. Demonstrable experience of successful line management 5. Involvement in leading and delivering effective staff CPD 	<ol style="list-style-type: none"> i. Leadership in a specialist setting ii. Previous teaching experience in a specialist setting iii. Knowledge of the Primary and Secondary National Curriculum iv. Experience of working in or with the AP/PRU sector
C	SKILLS	<ol style="list-style-type: none"> 1. Data analysis skills, and the ability to use data to set targets and identify weaknesses 2. Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve 3. Effective communication and interpersonal skills 4. Ability to communicate a vision and inspire others 5. Ability to build effective working relationships 	<ol style="list-style-type: none"> i. Effective use of data to evaluate impact and progress ii. Understanding of school finances iii. Effective use of professional supervision
D	ATTITUDES & VALUES	<ol style="list-style-type: none"> 1. A commitment to getting the best outcomes for all students and promoting the ethos and values of the BEST and The Albany 2. Ability to work under pressure and prioritise effectively 3. Commitment to maintaining confidentiality at all times 4. Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position 5. Belief in the primacy of relationships with a non-judgemental commitment to improving the life chances of all students and their families 6. Growth minded, curious and creative, empathetic and solution focussed. 7. Reflective practitioner who is resourceful and adaptable, able to work under pressure and prioritise effectively. 8. Display a passion for continuous self-improvement 	
E	OTHERS	<ol style="list-style-type: none"> 1. Ability to drive/travel to schools/further education/ student homes and alternative settings across Suffolk 	<ol style="list-style-type: none"> i. Willingness to drive the school minibuses