

About the role

As Assistant Head of School you will work supportively with the Head of School in; ensuring high quality teaching and learning, maintaining high quality behaviour, leading staff, and working strategically to ensure we are striving for excellence for our whole school community. The senior leadership team place an emphasis on being outward looking and aim to learn from others whilst sharing share best practice with colleagues.

A core purpose of this role will be to provide **vision, strategic direction and leadership on students progress**. Your experience of implementing and adapting secondary curriculum while ensure that any accreditations and qualifications continue to meet the needs of our students.

You will support the Head of School in the **implementation of our exciting new professional development framework** for teaching staff and leaders. The framework aims to strike a balance between maintaining educational standards, teacher autonomy and professional growth.

We are committed to developing your professional skills and expertise which will contribute to our culture of continuous improvement.

You will demonstrate your skills in **multidisciplinary team working** to ensure our students benefit from the outstanding teams of therapists on site.

As an assistant head you will have a **teaching commitment**, likely to be up to 40% of your timetable.

At Treloar's we are committed to ensuring the full rounded development of colleagues working at this level. As such we will seek to rotate roles and responsibilities when the time is right for the team, in order to give the best possible career opportunities for our leaders, respond to the needs of the school whilst gaining fresh skills and ideas for the Treloar community.



Job Description: Assistant Head of School

Accountable to: Head of School

Job Purpose: Provide strategic leadership and management across the School to ensure high standards in teaching, learning, and student progress. Deputise for the Head of School when required.

Key Tasks:

1. **Model outstanding practice** and high-quality, inclusive teaching with up to a 40% teaching commitment .

2. **Promote**, model and lead on excellent positive and professional relationships with students, staff, parents and carers to ensure the best outcomes for our students.

3. **Provide vision, strategic direction and leadership on student progress** across the school (with a particular focus on secondary phase). This will include:

- ★ leading reviews of student progress across all levels and implementing/ collaborating on relevant interventions as appropriate
- ★ lead the development and implementation of assessment strategies to inform teaching, learning, and future planning, sharing insights with stakeholders
- ★ ensure students are following the appropriate accredited pathways and the administration of any qualification is effective

4. **Providing guidance and support** to staff, helping them reflect on and improve their teaching practices driving up the quality of the learning experience for students by:

- ★ further develop a positive and supportive environment that encourages staff to innovate and excel whilst taking ownership of their own development
- ★ champion staff wellbeing by fostering a supportive and inclusive working environment, promoting work-life balance, and leading initiatives that prioritise mental health, professional fulfilment, and staff morale

5. **Provide strong and dynamic leadership**, developing excellent working relationships with staff across the broader organisation including those that are represented as part of each students MDT (both internal and external)

6. **Line Manage staff as directed by Head of School** aligning with probationary and appraisal processes to drive quality improvement which may include ECT's or those who are early in their SEN career.

7. Take lead responsibility as the **Designated Teacher** for attainment for LAC and students with a social worker, evidencing impact and Pupil Premium spend and working closely with Head of Safeguarding.

Other duties:

- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.



Person specification

ESSENTIAL	DESIRABLE
Qualifications <ol style="list-style-type: none"> 1. Degree or Equivalent 2. Qualified Teachers Status (QTS) 3. Evidence of continuing professional development. 	<ul style="list-style-type: none"> • Relevant Leadership Qualification (NPQ) or evidence of continuing leadership professional development • DSL
Experience <ol style="list-style-type: none"> 1. An inclusive practitioner with previous special education experience 2. Proven record of exemplary teaching with at least 5 years as a successful classroom practitioner 3. Leading teams to review students progress 4. Demonstrably successful middle/senior leadership experience in an educational setting 5. Experience of leading whole school improvement 6. Highly successful facilitator of staff development including staff appraisal 7. Excellent and empathetic communicator with parents seeking goals that support the needs of their child's education 	<ul style="list-style-type: none"> • Experience of Trauma based practise • Developing curriculum which incorporates CEIAG • Experience of working with stakeholders and wider members of a school community • Experience of delivering accreditations and qualifications to support a secondary (KS3/KS4) SEN curriculum
Skills and Abilities <ol style="list-style-type: none"> 1. Ability to analyse data, develop strategic plans, set targets and monitor and evaluate progress towards these. 2. Excellent interpersonal and communication skills 3. Effective organisational and administrative skills 4. Ability to lead and motivate and inspire teams 5. Knowledge of current and innovative teaching and learning strategies 6. Ability to work under pressure, set priorities, meet deadlines and service levels 	<ul style="list-style-type: none"> • Experience in identifying and supporting vulnerable groups effectively (PP) • Experience of leading and managing risk assessments for offsite visits
Knowledge and Understanding <ol style="list-style-type: none"> 1. Understanding the challenges that young disabled people and their families face in accessing high quality education 2. Knowledge of accreditations and qualifications to support a secondary (KS3/KS4) SEN curriculum 3. Experience of applying positive emotional and behaviour strategies to support young people. 4. Knowledge of EHCP and Annual Review process 	<ul style="list-style-type: none"> • current SEN legislation that may impact our setting
Personal Qualities <ol style="list-style-type: none"> 1. A commitment to promoting and safeguarding the welfare of students 2. Effective communicator 3. Team player 4. Solution focused 5. Adaptable and flexible 6. Resilient 7. Ability to prioritise work tasks and manage diary commitments 	