

Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

JOB DESCRIPTION

Assistant Headteacher

Pastoral & Wider Curriculum

Outer London Leadership Scale 17-21 (£73,718 - £80,944)

Core Purpose	<ul style="list-style-type: none">• Be responsible for the safe day-to-day operational running of the school• To be the safeguarding lead and ensure that the school complies with robust safeguarding procedures and principles as detailed by local and national policy• To ensure that pupil conduct, attitudes to learning and recognition and achievement is outstanding• To lead the school's staff training calendar in line with school development priorities• To lead on school-to-school partnerships, including our Specialist Learning Partnership with other special schools across south east London• To line-manage the pastoral and inclusion team, and any other staff as directed by the Headteacher• To ensure all core policies and procedures are regularly reviewed and updated• To lead on and monitor pupils' personal progress and targets to ensure each individual pupil is able to achieve planned outcomes• To ensure that appropriate teaching and behaviour standards are exemplary across the school• To ensure that the school's wider curriculum is regularly reviewed, implemented and changed when necessary• To be responsible for school quality assurance procedures and ensuring that the school is always Ofsted ready• To be responsible for creating a culture of reflection through pedagogical and leadership research that is shared and embedded across the school• To be responsible for the management of staff appraisal and development processes across the school• To ensure all strategies and initiatives are based around razor sharp analysis and impact evidence• To work positively with families, carers and other stakeholder• Alongside the Headteacher and Senior Leadership Team, lead on the strategic development of the school.• To work cohesively with the Headteacher and all members of the Senior Leadership Team to lead on the strategic development of the school
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<p>Personal Qualities</p>	<ul style="list-style-type: none"> • A confident and articulate leader • Hard working, reflective and able to demonstrate resilience in the most testing of times • Understands how children learn best and never gives up on them • Flexible with a good sense of humour and an understanding of the bigger picture • Can effectively coach, mentor and work alongside others • Understands the communities that we serve and is resilient when facing challenges that working in a fast-paced SEN school can bring • A thinker and innovator who can take risks and has the initiative to make a project their own • A strong communicator, able to work in a dynamic team • A leader with vision and with an innate understanding that school improvement has to be continuous
<p>Other Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Communicate the school's vision compellingly and support strategic leadership • Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils • Build positive relationships with all members of the school community, showing positive attitudes towards them • Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally • Work with political and financial astuteness, translating policy into the school's context • Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes • Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education • Maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are maintained between staff and pupils • Ensure excellent teaching in the school, including through training and development for staff and by detailed feedback from lesson observations • Report to the trustees regularly on key school performance indicators and to lead on the safeguarding committee • Hold all staff to account for their professional conduct and practice • Establish a culture of 'open classrooms' as a basis for sharing best practice • Responsibility for line-managing and performance managing staff, incorporating appraisal targets linked to pupil outcomes • To participate in the appointment of staff and to lead on staff induction

- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Ensure high quality, engaging CPD that staff attend and which increases their knowledge and understanding of SEND, safeguarding and behaviour
- Ensure a reasonable life/work balance for teachers and other members of staff, with regards to work expectation
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Support with the day-to-day management of the school
- Support distribution of leadership throughout the school as directed by the Headteacher
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity
- Ensure that parents and pupils are well-informed about curriculum matters
- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Seek training and continuing professional development to meet own needs
- Work with senior colleagues to develop and effectively implement school policies
- Comply with all school policies
- Undertake any other duties as reasonably requested by the Headteacher