



## ***“Reducing Barriers to Expand Horizons”***

### **Job Description: Assistant Headteacher**

Woodeaton Manor School is a Foundation Special School located four miles to the Northeast the city of Oxford. The school serves young people aged 7 to 18 with Social, Emotional and Mental Health Difficulties (SEMH) and where many also have a diagnosis of Autism Spectrum Disorder (ASD).

#### **Job Overview:**

With support from the Headteacher and the IEB, the Assistant Headteacher will be an outstanding senior leader who is passionate about securing the best possible outcomes for pupils and who is willing to embrace our mission of a learning community.

The Assistant Headteacher will not only be ambitious for the pupils, but also for themselves. They will need a strong track record of working within specialist schools along with excellent leadership skills together with the drive and enthusiasm to help develop, build achievements, and support the vision and ethos of the school.

They will need experience in improving teaching and learning, curriculum development and effective use of pupils’ data to raise achievement levels.

#### **Main Purpose:**

The Assistant Headteacher will support the Headteacher to create a culture of constant improvement through inspirational leadership, being committed to the highest achievement for all areas of the school, to provide an outstanding education for all students.

Utilising their excellent leadership skills, the Assistant Headteacher will support the Headteacher to manage the day-to-day operations of the school and have a strong track record of working within specialist schools, ensuring the highest quality of pastoral care and supporting all staff in the delivery of this. This requires a hands-on approach.

The duties outlined, in line with Headteacher and Teacher Standards, are in addition to the ones stated in the latest School Teachers’ Pay and Conditions Document that the post holder will automatically be required to meet. You may also be required to undertake professional duties delegated by the Headteacher.

#### **Key Responsibilities:**

- Communicate the school’s vision compellingly and drive strategic leadership, empowering all pupils and staff to excel



- Provide professional leadership, ensuring that pupils are provided with a world-class education, receive the best possible care and achieve high standards in all areas of learning
- As directed by the Headteacher, work collaboratively with other schools and organisations to champion best practices and secure excellent achievements for all pupils
- Review the quality of teaching and learning across the school and conduct monitoring activities in collaboration with the Senior Leadership Team
- Monitor and review the effectiveness of the schools of the school curriculum and support TLR leads and subject leads in curriculum development
- Lead and manage a range of identified staff and staff groups, developing a framework of mentoring, coaching and peer support
- Develop effective relationships with the therapy team and colleagues in other public services to improve academic and social outcomes for all pupils

### **Leadership and Managing staff:**

The Assistant Headteacher will support the Headteacher to work with the IEB to develop the strategic view of the school and analyse and plan for its future needs and future developments.

### **The post holder will:**

- Support development of the schools, organization and processes, so they are well considered, efficient and fit for purpose, upholding the principles of transparency and integrity
- Monitor, evaluate and review the effectiveness of the school policies and procedures
- Be responsible for the effective use and monitoring of budgets as directed by the Headteacher
- Actively support the IEB by liaising and reporting to them on specific areas
- Demonstrate optimistic personal behaviour, positive relationships and attitude towards their pupils, staff, parents, governors, and local community members
- Lead by example – with integrity, creativity, resilience, and clarity – drawing on own scholarship, expertise, and skills and those around them

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- Sustain wide, current knowledge and understanding of education and school systems, locally, nationally, and globally, and pursue continuous professional development
- Work with political and financial astuteness within clear principles centered on the school's context
- Liaise with parents and key professionals as part of a multi-disciplinary team working to support pupil outcomes
- Undertake in the absence of the Headteacher and Deputy Headteacher and to the extent required by the IEB, the professional duties of the Headteacher, including the deployment of staff to ensure their effective contribution to pupil learning

### **Teaching and Learning:**

- Demand ambitious standards for all pupils, overcoming disadvantages and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Secure excellent teaching through an analytical understanding of pupils' learning and the core features of successful classroom practice and curriculum design. This leads to rich curriculum opportunities and pupils' well-being
- Establish an educational culture of 'open classrooms' to share best practices within and between schools, drawing on and conducting relevant research and robust data analysis

### **Strategic Direction:**

- Contribute to the whole school improvement plan and school evaluation procedures and lead on identified areas of the school improvement
- Contribute to strategic decision-making as part of the school's senior leadership team
- Plan and manage change in accordance with the School Improvement Priorities

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### **Staff and Resources:**

- Create an ethos within all staff are motivated and supported to develop their skills and subject knowledge and support each other
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Inspire and influence others – within and beyond school
- Hold all staff to account for their professional conduct and practice
- Manage the performance of identified staff, address any underperformance, support staff to improve, and value excellent practice
- Exercise strategies and curriculum-led financial planning to ensure the equitable deployment of allocated budgets and resources in the best interests of pupils' achievements and the school's sustainability
- Support distribution of leadership throughout the organization, forging teams of colleagues with distinct roles and responsibilities and holding each other accountable for their decision-making
- Support and promote high-quality training and sustained professional development for all staff
- Support the Headteacher and Senior Leadership Team in the recruitment, development and deployment of staff. Make effective use of staff skills, abilities, and training

### **Safeguarding:**

- As a DDSL, be an active and supportive member of Safeguarding Team
- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society
- Ensure the welfare and safeguarding of pupils across the whole school through rigorous application of the school child protection, behaviour management and pupil welfare policies

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- Support safeguarding across the school as Deputy Designated Safeguarding Lead
- Contribute to the safety and welfare of our pupils, staff and parents, staff and parents and work collaboratively with other agencies to protect children and share information where appropriate

**Other Duties:**

- Promote equal opportunities throughout the school and ensure the application of the school equal opportunities policy
- Promote an ethos of inclusion and opportunity for all
- The Post holder may be required to perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of a post
- The Headteacher, and IEB retain the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder

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