Associate Head

Role description

This job description is not a comprehensive definition of the post. Our approach is one of flexibility reflective of the schools needs and the post holders individual skills set and offer.

Our recruitment envisages possible candidates from different but related professional spheres within special education. The starting JD will therefore reflect the successful candidate.

Discussions will take place on a regular basis thereafter, as to development and direction of individual specific lead responsibilities. However our generic leadership role framework incorporates

##### Working as a member of the Senior Leadership Team

* Lead the development of identified key whole school area/s.
* Communicating vision and ethos for the future of the school.
* Assist in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented.
* Support the school improvement and school self-evaluation planning process, through agreed priorities.
* Provide regular reviews of the school’s systems, organisations and procedures to ensure their efficiency and effectiveness and statutory requirements are being met.
* Contribute to the development, implementation and monitoring of action plans and policy.
* Contribute to the day-to-day effective organisation and running of the school.

**Developing understanding, practice and knowledge**

* Develop, implement and promote Autism research and development strategies
* Share knowledge and latest research
* Develop new projects
* Develop professional contacts, funding sources and networks
* Maintain and develop effective learning approaches
* Implement and use thorough monitoring evaluation
* Represent the school at internal and external events.
* Produce written outputs supporting learning and behaviour methodology.
* Managing researchers, volunteers and placements.

**Leadership of staff and pupils**

* Ensure the effective dissemination of information and the maintenance of systems for internal communication.
* Help secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design.
* Support with the processes involved in monitoring and evaluating the quality of teaching and learning.
* Contribute to providing a safe, well-ordered environment for all pupils and staff ensuring a consistent approach to the management of behaviour is implemented.
* Play a role in the robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
* Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.

### Working with stakeholders

* Assist in developing policies and practice which promote inclusion and equality
* Promote effective multi-disciplinary working with all specialist support services including liaising with professionals and joint planning as appropriate
* Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
* Strengthen partnership and community working

**Terms and conditions will reflect the background of the job holder. Teachers will be employed under the Leadership provisions of the School Teachers Pay and Conditions Document. Non teachers who may be appointed will have a specific terms and conditions equivalent to this.**

**Salary will be negotiable with the successful candidate**

**The school pursues active CPD and promotes a staff Wellbeing programme**