## The Bridge Satellite Provision



**Advert and Job Description |** Assistant Headteacher

**Assistant Headteacher required for**

**The Bridge Satellites Provision – part of The Bridge London Trust**

**Salary Grade: L10 - 14**

**From September 2018**

*Are you looking for an exciting new challenge?*

*Are you passionate about children’s learning?*

*Are you an innovative, creative practitioner?*

*Do you have drive and ambition to be the best that you can be?*

*Do you relish working in an improving environment where you will be supported all the way?*

*Would you enjoy being part of a change process which will really make a difference to children’s lives?*

*Do you enjoy using an evidence base to inform your teaching?*

*Would you like support to be the best that you can be?*

*Would you like to follow a clear route map through your own professional development?*

*Would you like to be part of a Trust which promotes research, creativity and staff development?*

***Then come and meet us***

The Bridge Satellite Provision is a part of The Bridge London Trust which oversees the work of three Special Schools, a Primary School and a Teaching School. The Bridge School has been recognised as outstanding in its last three inspections. The Bridge ILS recently also received an outstanding report. We know what outstanding looks like and what it takes to get there and stay there.

The Satellite Provision is an innovative new free school which opened in September 2017.  The Provision consists of three bases which are adjacent to mainstream schools.  We provide for pupils with autism who benefit from inclusion opportunities, but need a curriculum tailored to their individual needs.  This is an exciting opportunity to join a team that is developing a new type of provision. We are continually striving to further develop the learning opportunities we provide for our pupils and look forward to welcoming forward thinking, passionate teachers to our team.

We are recruiting for:

* Assistant Head

To view the job description, person specification and to apply for these posts, please visit the vacancies page on our school website. <http://www.thebridgelondon.co.uk/contact-us/vacancies>

Please return your completed application form together with equal opportunities form to:

[recruitment@thebridge.islington.sch.uk](mailto:recruitment@thebridge.islington.sch.uk)

*Please note CVs will* ***not*** *be accepted*.

**Closing date: Tuesday 22nd May 2018**

**Interviews will be in Thursday 24th & Friday 25th May 2018**

***Applications will be considered on receipt – don’t wait until the deadline!***

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| **JOB TITLE** | **ASSISTANT HEADTEACHER The Bridge Satellite Provision** | | |
| **SALARY SCALE/GRADE** | **L 10 - 14** | | |
| **REPORTS TO** | **Head of School** | **Permanent/ Fixed Term** | **P** |
| **RESPONSIBLE FOR**  (INCLUDE PEOPLE AND RESOURCES) | Teachers, TAs and other relevant staff within the School.  Curricular development; collating data and monitoring progress; maintenance of resources, equipment, classrooms and displays. | | |

**Purpose of the post**

The Head of School is responsible for the day-to-day management and organisation of the School.

The post holder will take lead responsibility for two to three key areas of the school’s work.

These areas will be agreed with the Head of School.

The main responsibilities of this post are:

* To support the Head of School and deputise in the absence of the Head of School
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head of School
* To raise standards of pupil attainment and achievement across the curriculum and be accountable for pupil progress and in all aspects of their development
* To monitor and support the overall progress and development of pupils, including attendance using SIMS or other relevant MIS.
* To develop and enhance the teaching practice of others
* The effective management and deployment of teachers and TAs
* To demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress.

**Main responsibilities**

To work with colleagues to formulate aims and objectives which have coherence and relevance to the needs of pupils and to the aims and objectives of the school.

* To oversee the management and ensure planning activities reflect the needs of pupils and the school
* To provide the Head of School with timely and accurate data as required and assist in the use of analysis and evaluation of performance data.
* To write accurate, timely and objective reports for a variety of audiences, sometimes at short notice, using standard school formats
* To support staff in the application of ICT
* To oversee the effective management of reporting
* To keep up to date with national developments in curricular development and assessment, teaching practice and methodology.
* To work with the Head of School to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To line manage and act as an appraiser for Performance Management Reviews
* To promote teamwork and to motivate staff to ensure effective working relations.
* To actively participate/lead in the School’s CPD and ITT programme
* To assist in the process of the setting of targets and to work towards their achievement; to ensure all staff are familiar with its aims and objectives.
* To participate in monitoring and evaluation in line with agreed school procedures to include evaluation against quality standards and performance criteria.
* To assist in the production of evaluation reports on attainment, performance including the use of value-added data.
* To ensure effective communication with the parents of pupils including the management of permissions eg school literature/websites etc.
* To contribute to the school liaison, promotion and marketing activities.
* To contribute to the development of effective links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.
* To develop PSHCE, citizenship and enterprise according to the school policy.
* To teach classes/groups
* To model quality teaching
* To support teacher’s in their planning
* To fully support the implementation of the Behaviour Management system so that effective learning can take place.
* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
* To attend meetings, representing the school, as agreed with the Head of School.
* To support the school in meeting its legal requirements for worship.
* To undertake any other duty as specified by STPCB not mentioned in the above. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

## The Bridge Satellite Provision

**Person Specification |** Assistant Headteacher

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| **Method of candidate assessment: E=Essential / D= Desirable DDD=Desirable** | |
| **Selection Criteria** | **E/D** |
| **Education and Qualifications:**  Relevant Degree QTS  Qualification in leadership and management | E E  D |
| **Experience:**  Primary or Secondary teaching experience, including significant curricular responsibility  Substantial experience at a more senior level  Excellent practitioner – able to lead by example  Good track record of effective leadership of teams | E  E E E |
| **Skills:**  Excellent classroom management skills  Ability to inspire and manage a team  Good ICT capability  Good interpersonal skills  Good listening skills and a counselling approach to education  Ability to delegate effectively, initiate and coordinate developments, and manage and implement change successfully | E E E E E E |
| **Knowledge:**  Knowledge of Assessment requirements for all pupils  Detailed knowledge of the Primary Curriculum for all age groups  An understanding of the factors which affect behaviour  Understanding of current educational legislation and its impact on schools and their wider communities | E  **E**  E E |
| **Other job requirements:**  To contribute to the Trust delivering and maintaining its excellent outcomes. | E |