



Coventry City Council

Job Description

Job Title:	Assistant Headteacher Coventry Extended Learning Centre: Strategic Lead – Inclusion & Safeguarding	Job Number:	N/A
Directorate:	People	Post Number:	TBC
Service:	Coventry Extended Learning Centre	Grade:	Teachers' Leadership Scale 11-15
Location:	Working across the 3 Coventry Extended Learning Centre sites		

Job Purpose:

Under the overall direction of the headteacher, provide outstanding leadership and management in order to secure outstanding:

- Teaching, learning & assessment
- Personal development, behaviour & welfare
- Outcomes for pupils

Main Duties and Responsibilities:

Core Leadership Responsibilities

- Formulating the aims and objectives of Coventry Extended Learning Centres and establishing and implementing the strategy and policies through which they are to be achieved
- Responsible for ensuring the operational responsibility for the day-to-day management of the three centres
- Proactively managing staff and resources across all centres
- Securing high quality teaching and learning to raise standards and achievement
- Maintaining outstanding behaviour and standards
- Ensuring the inclusion, wellbeing, safeguarding and personal development of all students
- Driving forward your allocated strategic responsibility across all Coventry Extended Learning Centre sites
- Undertaking any professional duties reasonably delegated by the headteacher

Strategic Responsibilities (across all Coventry Extended Learning Centre sites) – Inclusion & Safeguarding

- SENCo
- Pupil Premium
- Transition / induction / admissions
- Designated Safeguarding Lead

Specific Responsibilities

- Deputise for the headteacher/deputy headteacher at assemblies, meetings (e.g. staff briefings, Middle Leadership), public events etc., as directed by the headteacher / deputy headteacher
- Support the headteacher and Management Committee in creating and implementing the vision, ethos and policies of Coventry Extended Learning Centre
- Ensure that the Coventry Extended Learning Centre's vision, ethos and policies are clearly articulated, shared, understood and acted upon
- Demonstrate and model the Coventry Extended Learning Centre's vision, ethos and policies in everyday work and practice
- Work with the headteacher and other senior leaders in producing Coventry Extended Learning Centre's Self Evaluation Form
- Contribute to the creation, implementation and monitoring of Coventry Extended Learning Centre's School Improvement Plan and take responsibility for appropriately delegated aspects of it
- Ensure that continued quality assurance is of the highest standard, reporting back to senior leaders and the headteacher
- Create and maintain an agenda of success and achievement for Coventry Extended Learning Centres
- Establish and maintain clear expectations in relation to standards and achievement for both teachers and students in the centre
- Regularly review own practice, set personal objectives and take responsibility for own professional development
- Execute the remit and statutory responsibilities of Designated Safeguarding Lead across Coventry Extended Learning Centres liaising closely with the Deputy Designated Safeguarding Leads
- Support the headteacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience
- As a leader, line manager and performance developer, to encourage, challenge and support all staff so that all aspects of pedagogy and practice are always good or better

- Ensure consistent and robust systems and practise to promote outstanding student engagement and behaviour
- Ensure that the quality of teaching and learning is consistently good or outstanding
- Ensure that all students achieve excellent academic progress
- Understand thoroughly, and be able to analyse and track, data to measure impact and the efficacy of interventions
- Implement and monitor evidence-based interventions to raise standards and performance across the Coventry Extended Learning Centres
- Ensure that every student is supported and nurtured to meet their full potential, with effective monitoring systems and impact measures
- Establish bespoke support packages for each student
- Provide clear channels of communication and referral
- Maximise opportunities for student and parent/carers voice
- Create and maintain effective partnerships with parents/carers to support and improve students' progress and outcomes
- Work effectively with other professionals and the wider community, as appropriate
- Work with the headteacher, Senior Leadership Team, Business Manager and Management Committee to establish and maintain priorities for expenditure and monitor the effective use of resources to achieve value for money and a balanced budget
- Maintain a high profile around the centres
- Attend all Senior Leadership Team meetings and after-school/public events
- Be flexible in covering for other colleagues, as necessary
- Carry out the responsibilities assigned with due regard at all times to Health and Safety at Work (including the preparation of Risk Assessments)

Outcomes

- An outstanding provision, contributing to a synergy between Coventry Extended Learning Centres
- A reputation as a centre of excellence
- Outstanding teaching, learning and assessment to raise standards and achievement
- Outstanding personal development, behaviour and welfare
- Outstanding outcomes for all students
- A highly motivated, solution-focused and effective staff team

- Excellent progress and impact for the post holder's allocated strategic responsibility across Coventry Extended Learning Centres
 - Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: All staff based in the post holder's centre and within the post holder's strategic team

Responsible to: Head of Coventry Extended Learning Centre (Alternative Provision)

Date Reviewed: February 2019

Updated: February 2019



Coventry City Council

Person Specification

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Location:	Working across the 3 Coventry Extended Learning Centre sites		

Area	Description
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Knowledge:	<ul style="list-style-type: none"> Comprehensive understanding of both national performance measures for schools & Alternative Provision and the Ofsted framework for inspections.
	<ul style="list-style-type: none"> Understanding of contemporary issues relating to teaching and learning, inclusion, behaviour, welfare and safeguarding.

Skills and Abilities:	<ul style="list-style-type: none"> Outstanding practitioner
	<ul style="list-style-type: none"> Ability to teach up to GCSE level
	<ul style="list-style-type: none"> Ability to teach up to IB, A Level or L3 BTEC level
	<ul style="list-style-type: none"> Ability to analyse and report on key data documents
	<ul style="list-style-type: none"> A strong, flexible leadership style to coach and motivate professionals, individually and within groups, to achieve individual and collective targets
	<ul style="list-style-type: none"> Ability to develop and implement strategies to enhance and sustain setting-wide initiatives
	<ul style="list-style-type: none"> Ability to work with a range of external agencies and stakeholders (including parents/carers) to deliver setting-wide initiatives
	<ul style="list-style-type: none"> Excellent verbal and written communication skills
	<ul style="list-style-type: none"> Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes
	<ul style="list-style-type: none"> Ability to work autonomously, prioritise conflicting demands and thrive under pressure
	<ul style="list-style-type: none"> A passionate belief in Coventry Extended Learning Centre's vision and values.
	<ul style="list-style-type: none"> A heartfelt commitment to nurturing and challenging children and young people to reach their full potential.
	<ul style="list-style-type: none"> Highest levels of professional and personal integrity.
	<ul style="list-style-type: none"> A strong commitment to inclusion and overcoming barriers to learning and achievement
	<ul style="list-style-type: none"> Personal resilience, persistence and perseverance

	<ul style="list-style-type: none"> • Commitment to the pursuit of continuous professional development, including a willingness to embrace change and recognise new educational developments • Ability to motivate and empower others, raising standards across Coventry Extended Learning Centre
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Experience:	<ul style="list-style-type: none"> • Leadership in an 11-19 secondary school setting or equivalent educational provision • Proven record of outstanding practice in pastoral care, behaviour strategies and management • Successful and sustained delivery of outstanding attainment and achievement • Innovation and creativity to engage and enthuse learners of all abilities • Developing and leading the implementation of strategies to drive setting-wide improvement • Developing and enhancing the quality of inclusion, behaviour, welfare or safeguarding provision in a school setting or equivalent educational provision • Leadership of an inclusion provision in a school setting or equivalent educational provision • Executing the remit and statutory responsibilities of Designated Safeguarding Lead or Deputy Designated Safeguarding Lead
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Educational:	<ul style="list-style-type: none"> • A degree qualification (2(i) or above) • Qualified Teacher Status • Evidence of Continuous Professional Development • Middle or Senior Leadership qualification
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Special Requirements:	<ul style="list-style-type: none"> • This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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Date Reviewed: February 2019

Updated: February 2019