**St Mary’s School and College**

**Job Description**

**TITLE:** Assistant Head of Education

**ACCOUNTABLE TO:**  Head of Education (HoE) and Headteacher (HT)

**1. PURPOSE:**

Work with the HT and Senior Leadership Team (SLT) and key stakeholders in the effective leadership of St Mary’s by:

1. supporting and developing the purpose and vision of the School and College
2. supporting the leadership of the school to deliver good and outstanding provision in line with Ofsted requirements
3. managing and deploying staff and resources effectively within the vocational centre
4. ensuring the pupils’ needs are met according to Statemented or EHCP provision
5. maximising pupil progress and outcomes
6. maintaining good relationships with parents/carers
7. undertaking the professional duties of the Head of Education in his / her absence

**2. MAIN FUNCTIONS & RESPONSIBILITIES:**

Work with the Headteacher and SLT to fulfill all the areas set out below:

1. **Leadership and Management**

Contribute to the overall leadership and management of St Mary’s by:

1. Supporting and developing the mission and ethos of St Mary’s school and College and ensuring effective outcomes and performance of pupils
2. Ensuring that the physical, emotional and other needs of pupils across either Key Stages 2 and 3 or 4 and 5 are met effectively so that they make aspirational progress in their learning and feel safe/well cared for.
3. Oversee curriculum development in either maths or English
4. Develop with the Head of Education excellent provision or outcomes for all learners
5. Produce and promote teaching standards for the curriculum area and for integrated and/or vocational learning.
6. Oversee, monitor and report on progress and attainment of students and staff against agreed key performance standards.
7. Build effective relationships with staff, pupils and parents to ensure the utmost professionalism and success.
8. Proactively contribute to the ongoing raising of standards in your own performance and your team.
9. Line manage support staff to ensure consistently high standards of support fostering independence and consistency
10. **Curriculum**

Create and develop either a maths or English curriculum that meets the special educational needs of all the pupils by:

1. working with SLT members, as well as other middle leaders to maximise the curriculum’s accessibility and appropriateness for all pupils including the integration of therapy, health, wellbeing and care
2. organising the staffing required for the effective implementation of the curriculum
3. overseeing and monitoring the effective use of homework of either maths or English
4. ensuring that the curriculum of either maths or English meets the statutory requirements
5. ensuring that the curriculum and extra-curricular activities are broad and balanced within the designated key stages you are responsible for
6. ensuring that all pupils receive a balance leading to appropriate accreditation that is personalised to meet their needs effectively
7. organising and leading Assemblies
8. overseeing educational visits and events
9. **Teaching and Learning**

Develop the pedagogy and standards of teaching and learning throughout the School and College by:

1. using learning walks to understand and improve the learning environment
2. contributing to high quality CPD for staff
3. spending time in class co-teaching and supporting staff to improve practice
4. maintaining a strong focus on pupil attainment and improving pupil outcomes at all times
5. working with staff to ensure that effective intervention strategies are implemented to accelerate learning and to overcome difficulties that pupils may encounter
6. **Pupils**

Monitor and improve pupil welfare, progress and outcomes by:

1. overseeing the personal development, behaviour and welfare of all pupils within their designated key stages
2. maintaining a strong focus on pupil attainment and improving pupil outcomes at all times for those pupils
3. working with staff to ensure that effective intervention strategies are implemented to accelerate learning and to overcome difficulties that pupils may encounter
4. develop pupil voice

**5. Additional duties:**

* 1. Demonstrate commitment to professional development including their own
  2. Carry out any reasonable duties required by the Headteacher
  3. Be compliant with St Mary’s Code of Conduct and abide by St Mary’s policies and procedures at all times, especially to ensure the safeguarding of pupils
  4. Learn and use Sign Supported English (SSE) and/or Signed English as appropriate to the needs of the pupils

This Job Description sets out the duties of the post at the time it was drawn up. Such duties 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 cannot of themselves justify a reconsideration of the grading of the post.

St Mary’s is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to undergo an enhanced DBS check on appointment and at three yearly intervals.

**Person Specification**

**TITLE: ASSISTANT HEAD OF EDUCATION**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| **Qualifications** |  |  |
| Good Honours Degree |  | x |
| Cert. Ed / Post Graduate Certificate in Education | x |  |
| **Experience** |  |  |
| Experience teaching pupils with SEN | x |  |
| Experience teaching pupils across Key Stages 2-5 |  | x |
| A proven track record of outstanding teaching skills | x |  |
| Evidence of a successful track record in leadership |  | x |
| Experience of utilising data to effect change |  | x |
| Experience of challenging and supporting staff to ensure outstanding classroom practice; lesson observations, planning, marking and assessing |  | x |
| Experience of Ofsted requirements | x |  |
| Knowledge and awareness of relevant procedures and legal frameworks e.g. safeguarding children | x |  |
| **Knowledge & Skills** |  |  |
| Knowledge and understanding of teaching and learning styles for SEN pupils | x |  |
| Specialist knowledge and understanding of child development | x |  |
| Knowledge and understanding of curriculums and how they can be tailored to suit the needs of the individual learner |  | x |
| Knowledge of integrating SaLT, OT, PT, health and well-being needs into pupils’ learning |  | x |
| **Personal attributes** |  |  |
| Excellent interpersonal skills including the ability to generate self‐confidence in pupils and staff | x |  |
| Enthusiastic and committed to eliciting the best possible outcomes for pupils | x |  |
| Ability to work effectively as part of a multi-disciplinary team | x |  |
| Ability to manage time demands and ensure deadlines and priorities are met | x |  |
| Excellent analytical, problem solving and reflection skills | x |  |
| Excellent communication skills both written and oral | x |  |
| Good humoured, positive in outlook and caring | x |  |
| Willing to undertake out of hours and weekend work | x |  |
| Excellent record of attendance and punctuality | x |  |
| Enhanced DBS check | x |  |
| Interest in National and International issues and developments in SEN |  | x |