

## Meadowbrook College AP Academy

**Position Title:** Assistant Headteacher  
**Grade:** L9 -13 (Full-time)  
**Responsible to:** Headteacher, Meadowbrook College

### Job Purpose:

- To effectively, and strategically, lead and manage provision at the Oxford site to enable all students to make exceptional progress
- To fulfil a senior leadership team role within Meadowbrook College, contributing to the successful operation and development across the College.

**Main Duties:** Please note that the majority of these duties pertain to the Oxford site rather than across the whole college, unless specifically identified below.

### General

- To implement all Meadowbrook College policies and practices, and be responsible for ensuring all staff work in accordance with them, contribute to the writing, review and development of the policies
- To take responsibility for monitoring and evaluation of areas of performance and impact and to contribute to monitoring and evaluation across Meadowbrook College, specifically with reference to the Strategic Development Plan
- To take responsibility for strategic development planning and implementation and to contribute, where relevant, to the achievement of the targets in the SDP across the College
- To deputise for the Headteacher as required.

### Education Provision

- To take lead responsibility for the ongoing operation of long and short-term, on and off-site education provision for students placed at the Oxford site
- To ensure all students have an appropriate education programme according to their roll (e.g. FT/PT/Dual Roll/Single Roll)
- To ensure all students are fully assessed and that their progress is regularly monitored and reported to them, parents and schools
- To be responsible for all students achieving, or exceeding, their academic targets
- To regularly monitor and report on the quality of teaching and learning for all students on site (and across the college where relevant) and offer staff support/coaching as required
- To maintain and enhance provision within a safe, secure and engaging learning environment for all students on and off base.

### Pastoral & Student Development

- To lead work to develop student's confidence, resilience and wellbeing such that all students improve their engagement in learning and secure outstanding progress
- To be responsible for the students' social and emotional development ensuring all students make good or outstanding progress
- To effectively manage behaviour and increase students' capacity to behave in an appropriate and safe manner

- To lead and develop student and parent voice at the Oxford site and implement mechanisms for ensuring students contribute fully to the development and operation of their provision
- To implement the Meadowbrook Behaviour and Relationships Policy by practising and promoting our values and restorative principles when managing behaviour and relationships for staff and students.

Whole school responsibilities (additional whole school responsibilities will be discussed at interview)

- To hold lead responsibility for collation of post 16 transitions/destinations tracking information across the school and produce a report to trustees annually
- To ensure successful transition of all students, either within statutory education or post 16 on to their next destination (further education/employment or training)
- To lead the strategic development for and oversee arrangements for student transitions and onwards destinations back to school/between sites
- To be responsible for pursuing long term Work experience placements for all single roll students and dual roll where relevant, and manage the work of the Work Experience Learning Mentor in monitoring the placements through regular visits and reviews
- Monitor and supervise Voc/Tech Education and WRL staff members on a day-to-day basis (on and offsite – Oxford based).

#### Staff

- To lead, manage and support staff, and direct them as required, in order to achieve outstanding outcomes for students
- To take responsibility for the professional development and well-being of staff, including performance management/appraisal
- To contribute to the recruitment processes as required
- To have line management responsibility for the Oxford site Team Leader.

#### Health and Safety and Safeguarding

- To operate, monitor and develop safe practices for self, students and staff. To comply with the Meadowbrook Health & Safety Policy and ensure safe practice on site reporting to the Business Manager where appropriate
- To ensure all necessary risk assessments are in place and regularly updated
- To take responsibility for ensuring safeguarding processes are implemented at all times: including recruitment, site visitors and other adults, and ensuring child protection procedures and practices are adhered to at all times.
- To liaise in a timely fashion with multi-professionals to safeguard children in your care.
- To understand and be able to navigate the complex support network our children find themselves in with regard to CSE/CCE and CDE.

#### Partnership

- To build effective partnerships with parents and schools/commissioners and ensure successful inter-agency working, developing provision where appropriate
- To enable Meadowbrook College to contribute to the development of provision and practice to meet the needs of vulnerable and challenging students, particularly with reference to IYFAPs, LA, OTSA, OCL.

#### Senior Leadership Team

- To work with the Headteacher and other Senior Leaders to secure the overall effective operation of Meadowbrook College and its sustained development as the leading alternative provider in Oxfordshire and beyond

The nature of this post will require flexibility to meet the needs of Meadowbrook College, Oxford site, its students and staff as they arise. This description is not intended to be exhaustive and the post holder will be expected to perform such duties as reasonably requested by the Headteacher. This post is subject to the current School Teacher Pay and Conditions Document and the Conditions of Employment Section for Teachers.



## ASSISTANT HEADTEACHER PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE	HOW MEASURED
1. Qualified Teacher Status	✓		1,4
2. Good honours degree or equivalent qualifications	✓		1,4
3. Experience of successfully teaching students in special/alternative provision educational settings		✓	1,2,5
4. Recent DSL/DSO training and/or responsibility		✓	1,2
5. Recent relevant experience, training or qualifications in behaviour management	✓		1,2,3
6. Recent experience of teaching students across all Key stages at secondary level	✓		1,2
7. Experience of working with students of primary age		✓	1,2
8. Experience as a SENCO/SEN lead and of writing EHCPs/Positive Handling Plans/ILPs		✓	1,2
9. Recent, within the last 3 years, relevant experience in a senior leadership role	✓		1,2,5
10. Experience of Team Teach, Restorative Practice, Trauma-informed practice and the Nurture Principles		✓	1,2
11. Experience of whole school timetabling		✓	1,2,3
STRATEGIC DIRECTION AND DEVELOPMENT	ESSENTIAL	DESIRABLE	HOW MEASURED
12. The ability to work constructively in partnership with all stakeholders, establishing positive and effective collaborations with parents/carers, schools/academies, external agencies and the local community	✓		1,2
13. The commitment to develop a positive, diverse and inclusive ethos which values each individual and challenges any form of discrimination	✓		1,2
14. Experience of school Self-Evaluation and School Improvement Planning in order to raise standards	✓		1,2
15. Sound knowledge/understanding of recent educational developments/legislation in relation to schools and the impact on AP Academies/Free Schools	✓		2
LEADERSHIP AND MANAGEMENT	ESSENTIAL	DESIRABLE	HOW MEASURED
16. Proven recent experience in a Senior leadership role motivating and managing staff effectively and working as a team member	✓		1,2,5
17. Proven ability to self-motivate, use initiative and lead pro-actively	✓		1,2

18. The ability to make decisions based on analyses, interpretation and understanding of relevant information and have the confidence, clarity and decisiveness in making and carrying out decisions	✓		1,2,3
19. Good organisational skills and the ability to have a flexible and adaptable approach	✓		1,2
20. The capacity to monitor and evaluate the work of others to achieve successful outcomes	✓		1,2
21. To possess excellent listening, written and oral communication skills; the ability to chair meetings, make presentations and to communicate effectively with students, parents/carers and staff	✓		2
22. The ability to manage time effectively	✓		1,2
23. Think creatively and imaginatively to anticipate and solve problems and identify opportunities	✓		2,3
24. Practical experience of coaching being used to raise staff potential and performance and in managing and delivering change		✓	1,2
25. Understand what makes for 'Successful Transitions	✓		1,2
26. Experience of Trips and Visits legislation and managing off site learning/provision		✓	1,2
27. A proven ability in the use of MIS /information and communication technologies for the purpose of school self-evaluation and improvement	✓		1,2,3
<b>TEACHING AND LEARNING</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW MEASURED</b>
28. The ability to create a safe and stimulating learning environment that contributes positively to teaching and learning	✓		2,3
29. Proven and demonstrable excellence as a classroom teacher at KS3/4 in more than one subject	✓		1,2,3
30. Awareness of OfSTED requirements relating to teaching and learning, personal development, behaviour and welfare	✓		2
31. Ability to use data and information to support review, track student progress, set targets and initiate systems to raise standards	✓		1,2,3
<b>FINANCIAL AND RESOURCE MANAGEMENT</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW MEASURED</b>
32. Experience of successfully managing a key budget area (School Development Plan linked)	✓		1,2
33. Understanding of the factors that impact on the financial viability of alternative provision academies		✓	2
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW MEASURED</b>
34. The ability to be adaptable, flexible and have empathy	✓		1,2
35. The ability to communicate and develop the College and Trust's vision and promote a shared understanding amongst staff	✓		2,3
36. Have high expectations of self and others and a strong commitment to raising achievements	✓		1,2

37. Demonstrate self-confidence, resilience, perseverance and stamina	✓		1,2
38. A passion for learning and enabling students to develop as enthusiastic, independent learners	✓		2
39. Understanding the importance of promoting and safeguarding the welfare of students	✓		2
40. Highest levels of professional and personal integrity	✓		2
41. Ability to show initiative and a willingness to go the 'extra distance'	✓		1,2

Key:

**Essential** = without which the candidate would be rejected

**Desirable** = useful for choosing between two good candidates

1 = Application Form

2 = Interview

3 = Practical Exercise

4 = Proof of Qualification

5 = References

**Meadowbrook College is an Equal Opportunities employer. We are committed to safeguarding and promoting the welfare of children and vulnerable adults and to the promotion of fundamental British values; we expect all staff to share this commitment.**

**An enhanced Disclosure and Barring Service Certificate is required prior to commencement of this post. Appointments will not be made without References from previous employers.**

