



SOLIHULL
ALTERNATIVE PROVISION
MULTI ACADEMY TRUST

Job Description

Job Title: Assistant Headteacher – Intervention Programs and Inclusion

Location: Coventry Alternative Provision Academy (hereafter 'CAPA')

Salary Band: Leadership Pay Scale, L11 - 15

Contract: Full Time, permanent

Role Purpose

Under the overall direction of the headteacher, provide outstanding leadership and management in order to secure outstanding provision for our young people: Specific roles will include:

- Lead for Intervention Programmes
- Lead for Inclusion esp. Special Educational Needs
- Quality of teaching, learning & assessment within Intervention Programmes
- personal development, behaviour & welfare
- outcomes for pupils

Main Duties and Responsibilities:

Core Leadership Responsibilities

- Formulating the aims and objectives of CAPA and establishing and implementing the strategy and policies through which they are to be achieved
- Responsible for ensuring the operational day-to-day management of Intervention programmes
- Proactively managing staff and resources
- 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
- Undertaking any professional duties reasonably delegated by the headteacher

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 LAB in creating and implementing the vision, ethos and policies of CAPA

- Ensure that the Trust's charter, vision, ethos and policies are clearly articulated, shared, understood and acted upon
- Demonstrate and model the Trust's charter, vision, ethos and policies in everyday work and practice
- Work with the headteacher and other senior leaders in producing CAPA's Self Evaluation Form
- Contribute to the creation, implementation and monitoring of CAPA'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 CAPA
- 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 Deputy Designated Safeguarding Lead, managing operational safeguarding issues in the Academy and liaising closely with the Designated Safeguarding Lead
- 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 at the centre 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 wider CAPAs
- 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, Academy Operations Manager and LAB 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 two sites

- 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 CAPAs
- Any other duties and responsibilities within the range of the salary grade.

Health, Safety and Security

- Co-operate with the employer on all issues to do with Health, Safety & Welfare;
- Support the Academy's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Continuing Professional Development – Personal

- In conjunction with the Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy;
- Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available;
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher, Director of Education or the incumbent of the post.