**JOB DESCRIPTION**

**Job Title: Assistant Head Teacher**

**Responsible to: Assistant Principal**

**Main Responsibilities:**

· To lead on strategic curriculum development of core curriculum areas (Literacy and Numeracy) and quality assurance of curriculums across the college.

· To lead and undertake quality assurance activity as directed by the Assistant Principal, such as scrutiny of curriculum planning, learning walks, formal observations, and scrutiny of student progress data.

· To line manage and support the ongoing professional development of SEN Tutors and Teachers as directed by the Assistant Principal, including being the lead Teacher for Tutors training to become teachers (Level 5 apprentices and QTLS)

· To deliver coaching and training to education staff in line with the college’s continuous quality improvement plan and cycle, assisted by the wider team.

· To be a role model for high quality education delivery and set consistently high expectations for student progress and achievement

· To act as Education Head in the absence of the Assistant Principal, ensuring the provision within the education team continues to run effectively and safely.

· Working as part of a multi-disciplinary team, collaborating with all college colleagues in care and education, aiming to expand the horizons and improve the skills of young people.

· To be an active part of the Senior Management team, including attending relevant meetings, reviewing attendance, KPI’s and self-directed action setting to support the college governance targets.

· Delivering education with therapeutic approaches whilst incorporating opportunities for staff and students to experience the fun side of life, during teaching, observations and coaching.

· Ensuring full knowledge and understanding of implementing curriculum requirements within the team and making full use of assessment information to develop, adapt and evaluate teaching strategies to give maximum benefit to students across the team.

· Identifying learning and development areas across the teaching team, and providing solution focused reports and creative ideas on development and training needs to SLT termly aligned with Governance meetings.

· Identifying appropriate learning outcomes and developing a range of approaches which reduce barriers and help students to attain achievable and ambitious goals.

· Thoroughly planning and preparing lessons and contributing to broader developments

· Sequencing and structuring learning experiences and environments to develop organisational and problem-solving skills to encourage independent learning

· Planning using positive behavioural support approaches and sensory needs for each individual student, with a focus on consistent approaches being provided in all learning environments, adjusting goals and approaches accordingly.

· To ensure instilling expectation and providing support to ensure a high standard of classroom environments and display to provide a stimulating and challenging environment.

. To be on timetable to deliver specialism to students for up to 20% depending on student and college need (to include co-teaching to develop Tutors and Teachers pedagogy).

· To maintain a high standard of education in accordance with the Ofsted Education Inspection Framework (EIF) and the college intent.

. To lead on moderation of qualifications, providing constructive feedback and scrutiny to develop Teachers and Tutors, to ensure a clear and achievable process for moderation and completion dates are set in advance, and to update policies and procedure documents on the assessment of qualifications, including exam conditions and methods of assessment used within the college education provision.

**General Responsibilities:**

· To communicate courteously, clearly, accurately and regularly with parents, Local Authorities, the local community and other outside agencies and ensure that all communications are completed in a timely manner and recorded

· To ensure that education staff are effectively deployed to work with students and that they are meeting the contractual staffing arrangements and risk assessed needs.

· To complete key tasks relating to staff line management, including regular supervisions, absence management and personal development planning

· To follow and abide by all policies and procedures and read and confirm these have been understood in a timely manner, on our Databridge system and by accessing Cambian Point.

· To participate in the arrangements and partake in opportunities for personal and professional development. This includes undertaking training and development sessions, meetings, coaching sessions any individual actions or training requirements identified as part of your role. (There is a requirement to maintain the ability to demonstrate, when assessed, the TTA National Standards in relation to Qualified Teacher Status).

· To ensure that people with whom you have contact have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities, including the right not to be discriminated against, as set out in law and by Cambian Group policies.

· To remain vigilant and do everything possible to protect students/residents and others from abuse. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect following the college procedures in line with the safeguarding policy.

· To promote a positive image of the College and Cambian Group whilst representing in a professional capacity.

· To actively support and promote positive and professional working relationships, giving and receiving constructive feedback aimed at developing the quality of relationships and the team’s performance.

· To attend meetings and check emails to actively find information. There is an expectation that you will communicate information in a clear, legible, objective and professional manner, in a variety of ways, using the required level of confidentiality. This includes the use of e-mail and computer-based systems as they come into use.

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. In this Senior Management role, responsibilities for areas of health and safety within the education team will be allocated.

**Person Specification: Assistant Head Teacher**

**This post is subject to full DBS checking. The following will be tested in application/ interview**

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| Essential | Desirable |
| Post-Graduate Certificate in Education  Degree in relevant subject (transferable to the college curriculum)  Clean and current driving license | Qualifications relating to SEN teaching  Qualifications and/or experience in managing teams, coaching others |
| At least 2 years’ experience as a curriculum lead, or  in a similar role  with additional  responsibility  relating to quality of education, and/or training or coaching teachers NPQ  At least 3 years’ experience as a qualified teacher within an educational facility | Experience of teaching  and assessing within a  post 16 establishment  Experience of leading a specific curriculum area  Leadership and management experience, particularly where this has directly resulted to demonstrable impact on quality of education |
| Excellent knowledge of the learning process, educational practice and assessment cycle for students with SEN  Understanding of Gatsby Benchmarks for SEND  Understanding of Autism and learning disabilities, and the impact complex needs may have on ability to learn, and adapted learning opportunities.  Knowledge of Keeping children safe in education including the prevent agenda safeguarding principles for adults and children | Coaching and leadership models and strategies to benefit reflective practice and positive learning culture |
| Ability to set SMART, personalized and  ambitious goals for students  Excellent pedagogical teaching skills, and proficient in developing curriculum plans from session plan to strategic curriculum overview    Utilisation of formative and summative assessment strategies to enable students to make progress  Ability to moderate and assess work based learning qualifications and understanding of assessment criteria and exam conditions | Makaton, use of AAC’s, TEACHH methods and other communication tools benefitting young people with SEN |
| Empathic, positive and confident personality  Leads by example, approachable but ability to set clear expectations |  |

Jobholder Name: Signed

Date:

Principal/Assistant Principal: Signed

Date: