



Job Description

Post:	Assistant Headteacher
Salary:	L7-L12, based upon experience
Location:	The Pilgrim Pathways School, Ida Darwin Hospital & CUH Hospital
Start Date:	1 September 2022
Hours:	Full time
Contract:	Interim until September 2023
Reports to:	Headteacher

Job Purpose

- To promote children's educational achievements through the delivery of high-quality assessment, teaching, support and advice to schools and parents/carers for the pupils attending the Pilgrim Pathways School.
- To nurture and support young people to re-engage with education and reach their full potential;
- To lead, coach, mentor, provide CPD, and support to staff to help them improve their practice overtime;
- To carry out QA, analyse results and plan forwards.
- To implement a system for tracking pupil attainment and progress across all sites;
- To be a key member of the Senior Leadership Team, contributing to the leadership, management and development of the Pilgrim pathways School;
- To deputise for the Headteacher and take responsibility for the everyday running of the Academy in their absence (as required);
- To communicate high expectations to all;
- To ensure that The Pilgrim Pathways School meets its statutory duties to pupils with mental health needs who are absent from school;
- To demonstrate a commitment to safeguarding and promoting the welfare of all children and young people and ensure the safeguarding of all pupils;
- To promote inclusion and equal opportunities;
- To undertake the accountabilities specified below;
- To undertake any other tasks as reasonably required by the headteacher.

Accountabilities

Negotiated on appointment of the successful candidate and annually thereafter.

Senior Leadership responsibilities

(This should not be considered an exhaustive list):

Whole School Responsibilities:

- SENco
- DDSL
- LAC
- Pupil Premium
- Curriculum development and delivery

- To lead performance management across the school (when required) When required, to take a lead in the annual school cycle of performance management, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraisee;
- To lead staff CPD when required
- Where necessary, to line manage specified centre teams, ensuring that their teams of teachers and associate staff are well managed, and focused upon high quality provision and outcomes;

Teaching:

- Carrying out the professional duties of a teacher as specified in the current School Teachers' Pay and Conditions Document.

School culture and behaviour:

- Promote a culture where pupils experience a positive and enriching learning experience
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.

Supporting the School Community:

- Being aware of the diverse roles of staff within the school and across all sites, showing respect and offering support to improve outcomes for all students
- Complying with and assisting in the development of policies and procedures.
- Actively promoting the Equality and Diversity Agenda in the workplace and in-service delivery
- Contribute to the overall ethos, work and smooth running of the school
- Establishing and maintaining good relationships with other members of staff, working as part of a team
- Improving one's own practice through training, observation, evaluation and discussion with colleagues.
- Attending and participating in in-service training and staff meetings and to undertake training as appropriate in specialist activities to support the work of the school
- To contribute to and attend relevant Management Committee (Governing Body) Meetings
- Being aware of and complying with policies and procedures relating to security, confidentiality and data protection which are in place at the Pilgrim Pathways School

Communication and Partnership:

- Work with colleagues from the Local Authority, mainstream schools, special schools, academies, Hospital Schools, Pupil Referral Units and out-of-county providers as appropriate
- Engage in effective multi-agency working and developments in particular with colleagues in CAMHS and Children's Services
- Liaise closely with other agencies, in respect of their views and their needs
- Promote and develop close multi-agency work, in line with safeguarding guidance
- Act as Brand Champion across the School
- Communicate the Pilgrim Pathways School's vision compellingly and supporting the headteacher's strategic leadership internally and externally.

Professional Development

- Regularly review yours and the wider team's effectiveness and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary, responding to advice and feedback from colleagues.
- Be responsible for improving teaching through participating fully in training and development opportunities identified by the Pilgrim Pathways School or as developed as an outcome of your appraisal.

In addition to the specific responsibilities outlined above, the assistant headteacher will be expected to:

- Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture
- Support the aims and ethos of the Pilgrim Pathways School
- Set a good example in terms of dress, punctuality and attendance
- Take on any additional responsibilities which might from time to time be agreed with the Headteacher
- Build strong links with parents and carers
- Develop strong links with the Management Committee, LA support teams, outside agencies, and neighbouring schools
- Take appropriate responsibility for own health, safety and welfare
- Play an active role in the full life of Pilgrim Pathways School
- To undertake any other tasks as reasonably required by the headteacher.