



## **Assistant Headteacher Quality of Education L 5 – L7**

We are looking to appoint as soon as possible a motivated, inspirational, and enthusiastic Assistant Headteacher to join our successful team, working with students aged 11-16 years who have been excluded or are close to being excluded from school. Students attend full or part time and are referred to us by schools and the Local Authority.

The Assistant Headteacher – Quality of Education – is a member of the senior leadership team and assists the Headteacher in managing and leading the Forge. The post holder takes a strategic lead on all aspects of the quality of education for learners.

Working on a model which is similar to a primary/middle school setting, The students remain in their base room for over half of their timetable and are taught in small groups. Our curriculum focuses on Reading, English, Maths, PE and Art, Cooking, PSHE, and Outdoor Education.

If you are looking for a role which will be exciting, professionally demanding, stimulating, and rewarding, then we would like to hear from you.

If you would like to find out more or would like to arrange a visit to the school, please contact the Business Operations Manager, Julie Jarvis 01527 597936 or [jjarvis@theforge.worcs.sch.uk](mailto:jjarvis@theforge.worcs.sch.uk)

Full details and application form are on our website: [www.theforge.worcs.sch.uk](http://www.theforge.worcs.sch.uk)

Please return completed application forms by Monday 4<sup>th</sup> December 2023 Interviews will follow soon after. This post is to start as soon as possible.

The Forge Short Stay School, 215 Easemore Road, Redditch, B98 8HF. TEL: 01527 597936



## **Job Description**

**Position: Assistant Headteacher – Quality of Education**

**Responsible to: Headteacher**

### **JOB PURPOSE**

The Assistant Headteacher – Quality of Education – is a member of the senior leadership team and assists the Headteacher in managing and leading the Forge. The post holder takes a strategic lead on all aspects of the quality of education for learners.

The duties outlined in this job may be modified by the Headteacher with the post-holder's agreement, to reflect or anticipate changes in the job and needs of the school, commensurate with the salary and job title.

### **PRINCIPAL RESPONSIBILITY**

- Support the Headteacher as part of the SLT in providing professional leadership and management of the school, setting out and implementing the vision, policies and practices that will allow all its learners and its staff to achieve the highest standards in all areas of the school's work.
- Play a full role in implementing the Forge school policies.
- Take the lead responsibility for presenting to Ofsted (or other inspection or monitoring teams) on the quality of education.
- With the SLT, maintain a strategic overview of the curriculum, with direct responsibility for the academic curriculum: intent, implementation, impact.
- Develop and maintain an effective whole school approach to assessment, recording and reporting, including the monitoring of individual pupil progress.
- Hold direct responsibility for the academic progress of all students, ensuring that individual and school academic targets are achieved
- Lead a curriculum area and maintain a high standard of learning and teaching.
- Maintain a strategic overview of examinations as well as hold examination officer responsibility.
- Promote the full range of literacy through the whole curriculum and life of the school
- Work with the SLT on the strategic provision of enrichment activities.
- Facilitate good teaching practice across the school by coaching staff in impactful strategies with demonstrable impact on learners' progress.
- Develop strategies to support teachers to identify underachievement and intervene effectively through differentiated learning, materials and programmes.
- Expectations of all members of the Forge school staff
- Act with professional integrity at all times.
- Consistently demonstrate the high standards expected in the school.
- Act with honesty and transparency with regard to your work.
- Adhere to school policies and procedures at all times.
- Promote the aims and ethos of the school by attendance at and participation in events such as open evenings, meetings, performances and other functions/events as required.
- Undertake specific tasks reasonably delegated by the Headteacher from time to time.

## **Quality of Education**

- Promote and ensure the development of effective classroom practice through a cycle quality assurance of monitoring and evaluation of teaching and learning.
- Have an understanding of how students learn and a commitment to continuously developing their teaching practice and sharing best practice with others
- Address the individual needs of students, including SEN and gifted and talented, which is reflected in planning, assessment and diagnostic marking.
- Ensure the strategic use of additional adults to maximise learning opportunities.
- Ensure effective and continuous professional development for staff.
- Maintain links with mainstream schools and academies to moderate and engage in valuable networks to stay current in mainstream activities/expectations.
- Support teachers in the effective use and deployment of TAs, ensuring that they know the purpose of lessons and desired outcomes.

## **Administration**

- Contribute to the development of effective evaluation, assessment and performance management systems for the personal development and welfare of learners.
- Undertake continued professional development and maintain an understanding and awareness of developments in relating to working with learners presenting social, emotional, behavioural and/or learning difficulties.
- Ensure that appropriate records are kept in line with school policies and statutory guidance
- Line manage staff and take part in the Forge performance management review system.
- Be involved in the recruitment of appropriate staff for the school.

## **Behaviour and Safety**

- Lead by example by ensuring pupil behaviour and safety at all times.
- Undertake annual safeguarding training with the whole staff.

## **Professional Standards**

- Treat all members of the community, colleagues and pupils, with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Support the ethos of the school by upholding the Behaviour Policy and uniform regulations at all times.
- Participate in staff training when provided.
- Reflect on own practice as well as the practices of the school with aim of improving all that we do.
- Read and adhere to the various policies of the school as expressed in the Staff Handbook and Policies.
- Ensure that all deadlines are met as published in the school calendar. Health & Safety
- Promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others.

## **Safeguarding**

The Forge is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow our child protection procedures. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

This job description is additional to the basic duties outlined in contracts and reflects the policies agreed by the Governing Body. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.



## PERSON SPECIFICATION

**POST TITLE: Assistant Headteacher**

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> <li>• Safeguarding training</li> <li>• Other relevant qualifications</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• demonstrable experience of successful line management and staff development</li> <li>• teaching within the Middle/ secondary school phase and providing for educational needs across the full ability range, including Special Educational Needs</li> <li>• strategic responsibilities in school leadership and management</li> <li>• managing an area of curriculum development</li> <li>• school development and improvement planning</li> <li>• leading and managing staff successfully</li> <li>• involvement in school self-evaluation and development planning</li> <li>• working with governors</li> </ul>	Experience of working in a PRU or similar AP
Skills And Ability	<ul style="list-style-type: none"> <li>• understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• current curriculum management, including the statutory requirements of the National Curriculum at Key Stages 3 &amp; 4 and the literacy and numeracy strategies</li> <li>• the assessment, recording and reporting of pupils' progress and achievements in the context of both the broader curriculum and the statutory requirements of the National Curriculum</li> <li>• whole-school issues and their implications for financial management</li> <li>• show evidence of vision, initiative and leadership in managing change to enhance and raise standards</li> <li>• involve staff, parents, governors and other stakeholders in the process of establishing a clear set of shared aims, objectives and values for the school</li> <li>• effective communication and interpersonal skills</li> <li>• ability to communicate a vision and inspire others</li> <li>• ability to build effective working relationships</li> <li>• the OFSTED Inspection Framework</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• a commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• ability to work under pressure and prioritise effectively</li> <li>• commitment to maintaining confidentiality at all times</li> <li>• commitment to safeguarding and equality ensuring that personal beliefs are not expressed in ways that exploit the position</li> </ul>	