

Job Description

Position	Assistant Head of School & SENDCo
School name	St Osmund's CE Middle School
Position reports to	Head of School

The Core Purpose of this post is to provide a high quality of education to children across Key Stage 2 and 3 that allows every child to reach his/her potential and develop, as an independent learner, within a safe and stimulating learning environment.

1. Leadership Duties and Responsibilities

The particular responsibilities attached to this post are as follows:

- be responsible for promoting and safeguarding the welfare of children that he/she are responsible for/come into contact with, in accordance with the school's safeguarding and Child Protection Policy;
- Promote the school as a dynamic and forward thinking centre of excellence;
- Model at all times behaviours which create a culture of mutual respect, support and challenge so that all feel confident to improve practice;
- Lead curriculum development and provision across all phases;
- Contribute to ensuring that the leadership team has a presence at whole school functions, parent's evenings and events;
- Keep up to date with developments in education, have a good knowledge of education systems locally, nationally and globally;
- to promote equal opportunities within the school and;
- Seek training and continuing professional development to meet own needs.

2. Key Tasks

The key tasks attached to this post are:

- Demand ambitious standards for

all pupils, instilling a strong sense of accountability;

- Ensure excellent teaching at the school, including through training and development of staff;
- Establish a culture of 'open classrooms' as a basis for sharing best practice;
- To participate in the schools arrangements for performance management and continued professional development and;
- Hold all staff to account for their professional conduct and practice.

3. Knowledge and Skills

- Support the head of school in ensuring the school's systems, organization and processes are well considered, efficient and fit for purpose.
- To have excellent interpersonal skills.

4. Relationships

- Support the distribution of leadership throughout the school.
- Work with the Local Governing Body as appropriate.

5. Working Environment

- To develop a well ordered, tidy and stimulating learning environment.

6. Additional Duties

- Play a full part in the life of the school, to support its values and to encourage staff and pupils to follow this example.
- Undertake any other duty specified

in the School Teachers Pay and Condition document (STPCD) not mentioned above.

- Employees are expected to be courteous to colleagues and provide a welcoming environment for visitors to the school.
- The school will endeavour to make any necessary and reasonable adjustments to the job and the working environment to enable access to employment for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description is not necessarily a comprehensive definition of the post. The post holder should also refer to the annually reviewed roles and responsibilities of the SLT.
- The job description may be amended at any time following discussion with the Head of school and member of staff and will be reviewed annually.

Person Specification

Qualifications and General Experience	<ul style="list-style-type: none"> • Qualified to degree level • Qualified Teacher Status • Professional development for a leadership role (NASENCO or SEND NPQ) • At least 5 years teaching experience • Previous leadership experience in KS2, with proven impact on standards • Successful DBS, disqualification by association check, and safeguarding clearance • Evidence of professional development and recent relevant in service training 	Application Form References DBS procedures
Personal Attributes	<ul style="list-style-type: none"> • Demonstrates commitment, reliability and integrity • Communicates effectively with self- awareness and social perception • Has energy and resilience • Demonstrates emotional intelligence • Is adaptable to changing circumstances and new ideas • Promote Christian values of the school • Ambition and willingness to undertake further professional development at leadership level (e.g. NPQSL) 	Application Form References Interview
Professional knowledge and experience	<ul style="list-style-type: none"> • A track record of excellent classroom practice/teaching practice • Ability to build effective working relationships rooted in collaboration, respect and honesty • Experience of working as a DSL/DDSL or has been a key member of the safeguarding team 	References Application form Interview
Professional skills	<ul style="list-style-type: none"> • A positive role model; championing the values of the school and fully supporting the Head of School in school improvement • Ability and commitment to meeting the needs of children whatever their ability or background • A belief that middle school education should be a lively, stimulating, enjoyable experience which achieves high standards and prepares children for upper school • Ability to communicate a vision and inspire others • Ability to communicate effectively (orally and in writing) • Committed to working with parents, colleagues and other agencies in a positive and constructive manner • Ability to motivate and stimulate pupils of all abilities to enjoy learning • Data analysis skills, and the ability to use data to set the whole school targets and identify weaknesses • Make appropriate judgements over issues of confidentiality and safeguarding • Understanding of high quality teaching and the ability to model this for others and support others to improve • An excellent understanding of a range of behaviour management strategies • An awareness of the principles of "Assessment for Learning" and a commitment to effective assessment and feedback for pupils 	Application Form Interview References
Professional Philosophy and Commitment	<ul style="list-style-type: none"> • Ability to reflect and question self • Knowledge of new initiatives in education and experience of having used these • Prepared to be involved in the whole life of the school and support the ethos of the school • Understanding of and commitment to developing links between home, school, neighbouring schools and different communities (local, national and global) 	Application Form Interview References

Safeguarding: The Local Governing Body of St Osmund's CE Middle School are committed to safeguarding and promoting the wellbeing of children and young people and the Head of School must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. You will need to demonstrate knowledge and understanding of relevant guidance and legislation, and to display commitment to the protection and safeguarding of children and young people.

The successful candidate will be required to undergo an enhanced DBS check before securing their employment at St Osmund's CE Middle School.