



Job Description & Person Specification

Assistant Head of School Springboard Project

Job Description	
Job Title:	Assistant Head of School (Springboard Project)
Pay Grade / Scale / Range:	L4 – L8 - £57,699 - £63,688 per annum
Benefits & Perks:	TOIL scheme, Occupational Pension Scheme, Occupational Sickness Scheme
Working hours:	Hours in accordance with School teachers' pay and conditions document
Location:	Initially based at the Springboard Project school site but all staff are required to work at any site of the New Bridge MAT if operationally needed
Staff responsible to:	Head of School
Staff responsible for:	Staff within the Springboard Project
Probationary period:	Not applicable

Assistant Head of School

JOB PURPOSE

To assist the Head of School with the management and organisation of the school in seeking to achieve the highest standards of pupil provision, achievement and care, and school efficiency.

To be responsible for the stated 'area of responsibility' (discussed and agreed at interview).

To provide inspirational leadership and to present as a professional role model for all staff.

To work in partnership with the Governing Board, the New Bridge MAT, Oldham Council and other stakeholders and agencies to fulfil the aims of the school.

To ensure all safeguarding policies and procedures, and health and safety requirements, are effective and in place.

This job description may be amended at any time following discussion between the New Bridge MAT, the Head of School and members of staff, and will be reviewed annually.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

- Support the vision, ethos and policies at Springboard Project and within the New Bridge MAT and promote a high quality of provision throughout the school.
- Actively support the Head of School, Governing Board, New Bridge MAT and staff in the promotion and achievement of the aims and objectives of the school.
- As a member of the School Leadership Team, take a lead in the planning, monitoring, evaluation and development of the school curriculum through the School Development Plan and through New Bridge MAT self-evaluation processes.
- Support all staff in achieving the priorities and targets the school sets and monitor the progress towards meeting them.
- Through personal leadership and School Leadership Team meetings contribute to the school's organisation and the overall strategy of the school.
- With the Head of School, Deputy Head of School, Governing Board and New Bridge MAT establish and maintain school policies to meet statutory requirements and to promote the school's aims and objectives.
- In partnership with the Head of School, monitor the effectiveness and impact of the School Development Plan.
- Take responsibility for gathering and evaluating evidence for the Academy Dashboard and Development Overview (ADDO).
- Support the Head of School and Governing Board in arranging appropriate staffing to effectively meet the school's aims and objectives.
- Support the Governing Board so they can fulfil the obligations of their role.

TEACHING AND LEARNING

- Act as a role model for teachers and middle leaders, exhibiting professional values and clearly demonstrating high standards of provision, achievement, and behaviour.
- Be able to teach classes and groups to a high standard, as necessary and as directed by the Head of School.
- To develop highly effective teaching across the school.
- Take responsibility for the development, monitoring and evaluation of teaching quality across the school, and provide professional advice and guidance to staff as required.
- Support the Head of School in monitoring of the quality of learning and children's achievements including the analysis of data, learning scrutinies, lesson observations, learning walks and provision evaluations.
- Promote the active engagement of pupils in their own learning, including developing independence and self-regulation, building language and communication, and improving resilience.
- Promote high standards of behaviour and conduct among pupils, and develop their respect for themselves, staff and each other, providing support for staff where necessary in line with School policies.
- Support the Head of School in developing links with parents, other schools/academies, other educational institutions and the wider community, including business and industry, in order to enhance teaching, learning and children's personal development.

LEADING AND MANAGING PEOPLE

- Support the Head of School in developing positive working relationships with and between all staff and provide and sustain motivation.
- Lead teachers and learning support staff in developmental activities, delegate appropriately and evaluate outcomes.
- Participate where appropriate in the appointment of all staff.
- Line manage, coach and guide staff to be effective in their role, to identify good practice, and to challenge underperformance.
- Collaboratively, as part of the School Leadership Team, work to ensure it is focused on School priorities and it is responsive to self-evaluation findings.
- Ensure there is effective support to develop the teaching skills of ECTs
- Act as the established link for teacher training institutions and work placement organisations to ensure student placements are managed successfully.
- Be part of the safeguarding team, ensuring child protection issues and concerns are promptly dealt with.
- Assist the Head of School in maintaining and developing a positive and constructive partnership with parents and the local community.
- Organise, manage and co-ordinate the cover of absent/sick colleagues on a daily basis, and liaise with the Head of School to implement long term cover arrangements.
- Attend specified meetings as leader of the School Leadership Team, and to represent the Head of School.

MANAGING AND DEPLOYING RESOURCES

- Be aware of and respond appropriately to any health and safety issues raised by members of the team.
- Lead school assemblies, training, meetings and briefings on a regular basis.
- Promote the use of ICT across the setting.
- Ensure that you remain up to date on developments and issues with regard to the management and curriculum of the school, especially wider educational issues, New Bridge MAT requirements and relevant Ofsted/Government directives.
- Work with the Head of School in establishing priorities for expenditure for the school, and in monitoring the effectiveness of spending and usage of resources.
- Take on any additional responsibilities commensurate with the level of the role that might from time to time be determined by the Head of School.

GENERIC DUTIES

1. Comply with policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
2. Contribute to the overall work and ethos of the organisation.
3. Attend and participate in meetings as required.
4. Improve own practice through training, observation, evaluation and discussion with colleagues.
5. Recognise own strengths and areas of expertise and use them to support others.
6. To work across the New Bridge MAT if required.
7. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
8. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises
9. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
10. To undertake any other additional duties commensurate with the grade of the post.

LINE MANAGEMENT

- Responsible to: Head of School
- Responsible for: Springboard Project staff

SPECIAL CONDITIONS

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	June 2022	MPJ / SSH	Acting Head of Site / Executive Director - HR
REVIEWED	April 2023	AHD	Head of Site
REVIEWED	October 2025	AHD	Executive Headteacher

PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Evidence of continuing professional development in SEND	Qualified Teacher – QTS / QTLS (or desire to work towards)	AF / I
			AF / I
	Evidence of significant participation and quantifiable impact within a senior leadership team		AF / I
Experience & Knowledge	A proven track record of high-quality teaching		AF / I
	Involvement in curriculum development within a school		AF / I
	Recent leadership and management experience		AF / I
	A variety of teaching experience across the age range		AF / I
	Appraiser role in appraisal and staff CPD activities		AF / I
	Current education issues and developments		AF / I
	National Curriculum and assessment approaches		AF / I
	Strategies for school improvement and raising standards of achievement		AF / I
	Understanding of appropriate strategies for managing pupils' behaviour		AF / I
	Appropriate knowledge of statutory Safeguarding requirements and their effective implementation		AF / I

Skills & Abilities	Data analysis and methodology to assess student progress and set targets		AF / I
	Effective communication to work successfully with parents, carers and other stakeholders		AF / I
	Motivation of others to do well and have high expectations of themselves and students		AF / I
	Highly effective teacher who can work as a role model to staff and engage students with passion to learn.		AF/I
	Work effectively with Governors, MAT central team, Local Authority representatives, other leaders and agencies		AF / I
	Excellent team player		AF / I
Work circumstances	Commitment to personal development		I
	To be punctual and have regular attendance		I
	The post holder must be willing and able to work flexibly as may be required		I
	To travel and work at any within the New Bridge Group as may be required		I
	Occasional out of hours working to support school functions or evening meetings		I

Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview