



Bowden House School

Assistant Headteacher

Job Description

Job Title: Assistant Head

Reports directly to: Deputy Head

Main Responsibilities:

- Lead colleagues within the education team in the development of strategies that ensure that high standards of student achievement and engagement are maintained.
- Lead on inclusion across all aspects of school life.
- Support the Deputy head Teacher with the day to day running of the school.
- Lead on improving student outcomes (academic and personal).
- Continuous development of the curriculum and the vocational offer for students at Bowden House.

Key Responsibilities:

- Oversee and develop the mentoring programme to support and nurture students throughout their journey at Bowden House School, from transition through to placement in further education.
- Develop a strategic plan to ensure inclusion and inclusive practice is embedded within all systems, processes and decisions.
- Oversee the monitoring, evaluation and response in relation to student progress. Use and refine school systems to ensure that robust monitoring is carried out and that all staff have a clear understanding of their accountability for student progress
- Support the day to day running of the school. This will range from managing student attitudes, running a 'high visibility' day, amending daily timetables, managing meetings with parents, carers and other professionals as well any other duty that is necessary from day to day.
- Improve parental contact and access to students' progress and outcomes through a dedicated program that connects parents to school in a more valuable way.
- Use similar strategies to engage residential mentors with academic progress in order to develop a more holistic academic program.
- Develop the vocational offer at Bowden House to include new activities and ventures for students that link closely with potential future employment opportunities and personal development.
- Challenge and support lead teachers to raise standards of achievement and progress in their subject areas.

- Implement strategic support programmes to improve attainment and progress for targeted individuals/groups in line with priorities at Bowden House School.
- Monitor, evaluate and adapt support programmes to ensure maximum impact on student outcomes.
- Work with other members of the Leadership Team to ensure that lessons are informed by students' prior and predicted data.
- Work with the Head of Education and the Head teacher to produce and present to Governors the school's annual academic targets, key priorities and progress towards them.
- Keep up-to-date with the development of creative and innovative practices in all areas of responsibility.
- Line manage and act as appraiser for designated middle leaders.

Key Documents Responsibility:

- Annual reports to parents.
- Relevant Contributions to the SEF.
- Relevant contributions to the School Development Plan.
- Relevant policy and practice contributions for the Staff Handbook.
- Relevant reports to Governors, including the Head's report to Governors.

General Senior Leadership Responsibilities:

- Contribute to and lead whole school strategy;
- Develop and maintain a culture of high expectations for self and others.
- Update the Head teacher, other senior leaders and the governing body on the effectiveness of our provision.
- Lead by example as a teacher, achieving high standards of pupil attainment and progress, behaviour and motivation through effective teaching.
- Challenge underperformance at all levels and ensure corrective action and follow up.
- Support the development and maintenance of school policies and practices to ensure consistent application.
- Plan, chair and organise meetings as appropriate.
- Sustain effective, positive relationships with all staff, pupils, parents/carers, governors and the local community.
- Liaise effectively with all stakeholders including parents/carers, feeder schools, secondary schools, business and community partners, in line with strategic objectives.
- Maintain clear expectations and high standards of professionalism.
- Attend school events and activities as directed by the Head teacher.
- Keep the Leadership Team up to date with national developments specific to the post's areas of responsibility.
- Contribute to, and at times lead, research projects.
- Manage budget(s) in line with areas of responsibility.
- In conjunction with the Leadership Team, oversee the school environment

- Take assemblies and participate in break time, lunchtime, before and after hours' supervision.
- Contribute to support programmes for students and staff that may, on occasion, include weekends and holiday periods.
- Commitment to assisting with co-curricular activities, such as trips and clubs, is important as well as the willingness to play a role in the wider life of the School.
- Any other reasonable duties as requested by the Head teacher.

This is not an exhaustive list, this will vary as the School's requirements change. Flexibility regarding working hours will be expected from time to time.