



STONE LODGE
SCHOOL

Job Title: **Assistant Head Teacher – Safeguarding and Inclusion**
Salary: **£60,785 - £66,934 (L13 – L17 incl London Fringe Allowance)**
Responsible to: **Head Teacher**

The Post

We are seeking to appoint an **Assistant Head Teacher** to join us in our co-educational community school based in North Kent. The ideal candidate will be a creative and innovative leader, and will possess a keen drive to make a real difference to our students.

Our school is one of four schools which together form Endeavour MAT. The school first opened in September 2019 with just four forms in Y. In April 2022 we moved into our brand new building and have now expanded to eight forms of entry for the current year 7. Our sixth form opened in September 2022.

Stone Lodge School works closely with our partner Grammar schools and primary school in Endeavour MAT. We have a shared purpose to work together to support the young people in all of our schools to lead successful lives.

The school is heavily oversubscribed and is very popular, with staff, students and parents.

We are excited to be expanding and welcoming further opportunities to join our existing staff team. At a time of exciting growth within the school, we are seeking to appoint an individual to join our Senior Leadership Team who has relevant leadership experience, a positive attitude and who is used to implementing high impact to help to scale up the excellence already in place at Stone Lodge.

It is essential that applicants have excellent teaching and leadership skills, as they will be responsible for the areas of Safeguarding and Inclusion.

Job Description

Overall Job Purpose

To lead on whole school safeguarding and inclusion as we set the highest standards of conduct through consistent adult behaviour and a student culture driven by the power of habit and our core values of RIDES. (Respect, Integrity, Determination, Equality and Self-management).

Primarily the main candidate will:

- Lead on provision for students with SEND
- Have oversight of the progress and wellbeing of key student groups, including but not limited to students with English as an additional language, Pupil Premium, Children in Care and Young Carers
- Designated Safeguarding Lead (including Prevent)

Other responsibilities are detailed below.

Main Duties and Responsibilities

The specific nature and balance of the key tasks and responsibilities will vary according to the needs of the school and the strengths of the post holder.

In general, the Assistant Headteacher will be expected to:

- Contribute to the internal organisation, management and leadership of the school;
- Play a decisive and key role in determining the strategic direction of the school;
- Deliver highly effective personal Teaching and Learning and develop staff to secure the same;
- Lead and manage middle leaders (curriculum and Head of Year)
- Quality assure Departments;
- Contribute to relationship building within the local community and especially across with partner schools across the Trust;
- Lead on relevant sections of the School Improvement Plan
- Present to Governors, as required, on areas of specific responsibility;
- Have overall responsibility for tutor time and assemblies
- Manage the provision of extra-curricular clubs and activities
- Lead the house system and our celebration of achievement.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the above list is not exhaustive. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants.

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.

Person Specification

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Good degree and teaching qualification • Qualified teacher status • Evidence of professional development relevant to the role 	<ul style="list-style-type: none"> • Masters' Degree in Senior Leadership or NPQSL • National Award in Special Educational Needs Coordination (NASENCo)
Experience and skills	<ul style="list-style-type: none"> • Designated Safeguarding Lead • Expert teacher qualities • Development work with colleagues using highly developed mentoring or coaching skills • Sustained performance securing excellent student outcomes • Evidence of successful leadership of an aspect of curriculum or pastoral related strategy • Experience of initiating, leading and/or contributing to a whole school or wider community issue which sits outside a generic job description and/or comfort zone • Confident user of technology as a management tool 	<ul style="list-style-type: none"> • Budget management experience
Knowledge and skills	<ul style="list-style-type: none"> • Able to communicate effectively, both orally and in writing and for a range of audiences • Understanding of how schools can meet the needs of students with additional needs • Able to demonstrate effective planning and teaching skills • Able to present confidently to a large group of students or staff • Able to work with others to achieve common goals and to support staff and students in maintaining high standards • Able to use / analyse data to drive school improvement • Able to provide clear direction and to inspire, motivate and enthuse others • Confident in own ability to be effective and to take on challenges • Ability to relate well to students, colleagues, parents and Governors, and build networks and collaborations to secure the best provision • Highly effective behaviour management 	

	<ul style="list-style-type: none"> • Up to date awareness of the new Ofsted Framework and its outstanding grade descriptors • Efficient and effective administrative, organisational and personal management skills 	
Special aptitudes	<ul style="list-style-type: none"> • Clear vision and educational philosophy • Positive commitment to student personal development • Capacity to cope with pressure, to meet deadlines • Adaptable and amenable with respect to working practices • Ability to work independently and be a team player • Understanding of equal opportunities issues and an ability to demonstrate strategies to challenge discrimination and prejudice • A commitment to inclusive education 	