



## **Assistant Head for Teaching and Learning**

Haven Nook School is expanding and is seeking a dedicated and passionate Assistant Headteacher for Teaching and Learning to join our supportive and nurturing team. This is an exciting opportunity for an experienced teacher and leader who is looking to make a meaningful difference in the lives of students with unique learning needs and to contribute to the ongoing development of a vibrant and creative school community.

### **About Us:**

At Haven Nook School, we are committed to enabling each young person to unlock their full potential. Our mission is to inspire change, foster self-belief, and ignite a love of learning. We provide a holistic, tailored educational experience that meets the individual developmental, social, and emotional needs of each student.

We embrace a Thrive Approach that promotes emotional regulation and self-awareness, offering a broad and balanced curriculum that encourages both personal and academic growth. At Haven Nook, we focus on creating unique learning pathways for each student, equipping them with the skills they need to navigate life beyond school and succeed in their onward journey.

### **The Role**

#### **Assistant Head Teaching & Learning**

Leadership and Management:

1. Work in very close partnership with and support the Head of school and Deputy Headteacher in the effective day to day management of the school and school community including:
  - recruiting and inducting staff
  - developing and implementing health and safety policies
  - leading staff meetings as directed by the Head of school
  - hosting and organising whole school events such as open days and parents evening and responding to the views, needs and requests of children, staff, parents, governors and visitors.
2. Work with the Head of school and Deputy Headteacher, staff and governors in the development, implementation and review of school development plans including regular monitoring and evaluation of standards and quality of provision.
3. Supporting school governance by attending meetings where appropriate and ensuring that all governors are able to play an active and informed part in school management and development
4. Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, creativity, well-being, academic achievement and behaviour.

5. Work with the Head of school and Deputy Headteacher in the school's achievement reviews and target setting processes by taking a major role in assessment and actively supporting and securing the school's success in national tests including those at the end of each key stage.
6. Take a leading role in the senior management team by having special responsibility for ensuring that the school assesses and monitors the progress and achievement of all children and groups of children.
7. Take responsibility for collating evidence for specific sections of the school's Self Evaluation Form especially those relating to standards and attainment.
8. Lead teachers and team leaders / post-holders to ensure that all assessment policies and protocols are in place and up to date and where possible recognised and validated quality assurance awards are secured.
9. Lead curriculum team leaders / post-holders to ensure that the curriculum is fit for purpose, enables children to make maximum progress, is consistent across the school and is reviewed on a regular basis.
10. Assist in the line management of classroom based personnel including timetabling, managing and developing roles to ensure the provision of high quality interventions and support for children's progress, achievement, wellbeing and good behaviour.
11. Manage CPD around assessment practises and the curriculum for classroom based staff ensuring their needs are identified and met through quality training opportunities within available resources. This includes assisting in managing the inset program and providing / sourcing training opportunities for whole, groups of and individual staff.
12. With the Head of school and Deputy Headteacher, share responsibility for the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/ students and parents working in classrooms and throughout the school ensuring all safeguarding requirements are met and that their work in school supports the learning and well-being of all children.
13. Work with the leadership team in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.
14. Ensure that there is a very safe, secure, effective and pleasing environment for all users. With the Head of school and Deputy Headteacher, be aware of Health and Safety regulations, carry out regular risk assessments and keep the school's Health and Safety policy at all times current, under review and accessible to and used by all staff.
15. Ensure safeguarding procedures are fully upheld at all times.
16. Evaluate performance, create improvement plans, build capacity in teaching staff and subject improvement plans.

### **Monitoring, Assessment, Recording, Reporting**

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor students' work and set targets for progress
- Involve learners in their next steps

- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving
- Undertake assessment of students as requested by examination bodies and school procedures
- Prepare and present informative reports to parents
- Undertake assessment of students and participate in the school's system reporting to parents
- Provide feedback and reports to support the EHCP process and annual reviews.

### **Pastoral Duties**

- promote the general progress and well-being of students
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff
- contribute to PSHE, citizenship and careers education delivery according to school policy.

### **Other Professional Requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Know subject(s) or specialism(s) to enable effective teaching
- Take account of wider curriculum developments
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute positively and effectively to the Every Child Matters agenda
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- Take part in marketing and liaison activities such as, but not limited to: parents' evenings, review days and events with partner services
- Take responsibility for own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors.

### **Safeguarding**

Haven Nook School is highly committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain

Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau) and undergo due diligence checks on social media use.

All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Safeguarding Policy and work in accordance with this document at all times.

Haven Nook is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. As we continue to grow, we know that we must have the most talented employees with diverse backgrounds, cultures, perspectives, and experiences to support our children and young people.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.