

Post title: Assistant Headteacher

Salary and grade: 32.5 hours / Leadership Range 6-10

Line manager/s: Head of School / Executive Headteacher

Main purpose of the job:

To support the Executive Headteacher and Head of School in the leadership of all aspects of Bents Green's development and all members of the Bents Green community.

Key duties and responsibilities

Quality assurance across all sites

- Design and lead a clear, supportive and proportionate quality assurance framework across all Bents Green sites.
- Coordinate lesson observations, learning walks, work scrutiny, student voice and other quality assurance activity.
- Evaluate the quality and impact of teaching using a broad range of evidence, identifying strengths and priorities for improvement.
- Ensure quality assurance is developmental, transparent and firmly connected to school improvement priorities.

Quality of teaching and learning

- Set and communicate high expectations for consistently strong teaching and learning across the school.
- Provide constructive feedback, coaching and follow-up support that helps colleagues strengthen practice.
- Use findings from quality assurance activity to inform action planning, professional development and leadership decisions.
- Celebrate and share effective practice across sites, building collective responsibility for improvement.

Pedagogy and professional development

- Lead the development of evidence-informed pedagogy that is appropriate for learners with special educational needs and complex profiles.
- Model effective classroom practice and support colleagues to translate professional learning into everyday teaching.
- Plan and deliver high-quality continuing professional development, coaching and collaborative reflection.

- Promote curiosity, professional dialogue and a culture in which staff learn with and from one another.

Student-centred and trauma-informed practice

- Ensure teaching is personalised, communication-rich and centred on each student's strengths, needs, aspirations and voice.
- Champion trauma-informed practice, recognising that safety, trust, connection and regulation are essential foundations for learning.
- Maintain compassion alongside high expectations, with clear professional boundaries and a consistent approach.
- Evaluate the impact of teaching on students' engagement, progress, independence, wellbeing and preparation for adulthood.

Leadership, consistency and teamwork

Work closely with senior and middle leaders to secure a coherent approach to teaching, learning and quality assurance across all sites.

Build trust through visible, hands-on leadership, honest professional dialogue and respectful challenge.

- Support teams to implement agreed approaches consistently while responding thoughtfully to individual student needs.
- Use quality assurance information ethically and intelligently to drive improvement rather than create unnecessary workload.
- Contribute to strategic planning, policy development, self-evaluation and whole-school improvement.
- Be a values-led, student-centred leader who strengthens teamwork and keeps better outcomes for children and young people at the heart of every decision.

SENCO

- Leading and managing effective SEND provision across the setting.

Governors / Trust

- advise and inform Governors / Trust on all relevant matters
- attend and provide written reports for meetings of the Governing Body and Trust

Community

- make presentations about School matters to a variety of audiences as required
- develop and maintain relationships with other Schools, agencies and community groups
- develop and maintain relationships with local external curriculum providers with whom the School works closely
- arrange for the effective promotion of the School

Other Duties

- Other such reasonable duties as determined and delegated by the Nexus MAT CEO and Executive/Senior Leadership Team consistent with the grade of the post and the experience of the Post holder

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi School Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	DfE recognised qualified teacher status (QTS).	•	
	Degree or equivalent.	•	
	Good knowledge of current thinking and practice in education.	•	
	NPQ SENCO qualification, or willingness to undertake the NPQ SENCO qualification	•	
	Evidence of continuing professional development.	•	
	Other professional qualifications		•
	Commitment to continuous improvement.	•	
	Good understanding of curriculum development and innovation.	•	
	Proven leadership and management skills.	•	
	Evidence of strong person-centred vision and values.	•	
Experience			
	Recent teaching experience in a primary, secondary or special school.	•	
	Evidence of significant development of a curriculum area or aspect of school provision.	•	
	Experience of multi-disciplinary working.	•	
	Experience of successful work with parents, carers and the wider community.	•	
	Experience of planning and implementing personalised plans for pupils with special educational needs	•	
Thinking Ability	Capacity to influence people and lead change.	•	
	Commitment to continuous improvement.	•	
	Good understanding of curriculum development and innovation.	•	
	Proven leadership and management skills.	•	
	Evidence of strong person-centred vision and values.	•	
	Knowledge of successful strategies for improving the quality of provision and pupils' learning and progress.	•	
	Evidence of high expectations for children and young people's learning and achievement.	•	
	Highly developed leadership skills.	•	
	The capacity to use ICT to improve the quality of provision.	•	
	Knowledge of assessment practice and pupil tracking.	•	
	A good understanding of the features of high-quality pedagogy and practice for children and young people with learning difficulties and disabilities.	•	
Personal Effectiveness	Excellent communication skills.	•	
	Excellent interpersonal skills.	•	
	The ability to develop effective working relationships.	•	

		Essential	Desirable
	Good organisation and management skills.	•	
	The ability to inspire and motivate other people.	•	
	Honesty and integrity.	•	
	Humility, resilience and optimism.	•	
Interpersonal Relationships	Clear vision.	•	
	The ability to inspire and motivate other people.	•	
	Ability to contribute to and share quality practice with the TA's, teachers and team.	•	
	The ability to set challenging targets.	•	
	The ability to monitor, evaluate and review the school's effectiveness.	•	
	Highly effective teamwork skills.	•	
General	The flexibility to meet the full range of job requirements.	•	
	Able to travel to a wide range of meetings and events.	•	
	Demonstrate a firm commitment to the concept of Multi-School Trust and desire to see the Trust flourish and expand in a sustainable manner	•	