

Brantwood Specialist School

Job Description

Position:	Assistant Head Teacher - Teaching and Learning
Field of Practice:	Practical Skills, Therapeutic Education and Transformative Leadership and Management (Field 2, 4 and Field 7)
Post Reference No:	BSS00046
Grade:	12
Responsible to:	Head Teacher
Location:	Brantwood Specialist School

If you are interested in this role, please apply at:
<https://www.rmt.org/jobs/>

Job Purpose

To support the Head Teacher in providing leadership for the school as part of a contemporary inspired Rudolf Steiner school which secures its success and continuous improvement, ensuring high quality education for all its students and the highest standards of learning and achievement in accordance with statutory and Ofsted requirements and the vision, and method of Ruskin Mill Trust. This includes ensuring the development of the school as a contemporary Rudolf Steiner school for children and young people with complex learning needs.

The post holder will be expected to embrace, articulate and work with the School's and Ruskin Mill Trust's objectives, vision, values, purpose and method: ensuring that the Ruskin Mill Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and Practical Skills Therapeutic Education (PSTE), which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the School.

To lead teaching and learning and the creation and delivery of a curriculum that braids the Steiner Curriculum, the requirements of the Independent School Standard Areas of Learning and nationally recognised qualifications, the PSTE curriculum and arts and crafts as well as individual therapies to a unique curriculum for a contemporary Steiner School for children with complex needs.

The post holder is to contribute to the whole life of the School, always remembering that our core purpose is to improve the education and lives of the students at the School.

You will be required to carry out your duties at all premises, some of which are located a distance from the main site and at such other places as may reasonably be required.

Some evening and weekend working will be required on a regular basis.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the underpinning values and philosophy of the School and Ruskin Mill Trust at all times.

Main Duties

School Management

1. To deputise and share overall responsibility for the school in the absence of the Headteacher and on any other occasions which are deemed necessary.
2. To provide for the Headteacher an overview of major school issues through a wide ranging awareness and contact with staff and pupils and parents.
3. To contribute to the overall leadership and management of Brantwood Specialist School with specific responsibilities identified.
4. To work with the Senior Leadership Team (SLT) in analysing performance data and setting school targets for consideration by the Governing body and provide regular and timely reports.
5. To act as a line manager for designated staff, including carrying out teaching observations, probationary reviews, induction, performance development reviews and performance and absence management.
6. To contribute and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
7. To fulfil the role of Safeguarding team member 'to promote and embedded best safeguarding practice.
8. To work with the pupils as and when required which may include a teaching commitment.
9. Supporting the Head Teacher in their accountability and responsibility for all registration and inspection processes.
10. To work in collaboration with the Head Teacher to drive the school improvement and own the school self-assessment and improvement plan in the context of the Ofsted inspection framework and the educational and therapeutic paradigm of the Trust.
11. To manage and facilitate qualification pathways for each individual student including GCSEs and vocational qualifications to the best of their ability.

Teaching and Learning

1. To assist the Head Teacher and communicate a shared vision, ethos and strategic plan that inspires and motivates all stakeholders and reflects the needs of the school and its community and in its wider context.
2. Translate the vision into clear objectives that promote and sustain school improvement in collaboration with the Head Teacher and the SLT.
3. To work with the Headteacher in leading teaching and learning and the creation and delivery of a curriculum that braids the requirements of the Independent School Standards and nationally recognised qualifications, the PSTE curriculum and arts, crafts and outdoor curriculum as well as individual therapies to a unique curriculum for a contemporary Steiner School for children with complex needs.
 - Set high expectations and challenging targets, monitoring effectiveness and evaluating learning outcomes
 - Ensure a school-wide focus on students' achievement, using data and benchmarks to monitor progress in every child's learning.
 - Establish creative, effective approaches to learning and teaching, responsive to the needs of the student community.
 - Ensure a culture that supports and facilitates student engagement in, and ownership of own learning.
 - Monitor, evaluate and review classroom practice and promote improvement strategies, challenging underperformance and ensuring corrective action.
4. To plan, observe, team-teach, review with, mentor and provide guidance to Teachers, Teaching Assistants and land based staff using contents and methods drawn from and building on Rudolf Steiner's insights and Ruskin Mill's "Seven Fields of Practice".
5. To work with the Trust's training and development team (known as Hiram Education and Research Team (HEaRT)) and provide regular training to all school staff on Rudolf Steiner's insights and Ruskin Mill's "Seven Fields of Practice". Training is provided both during induction and your career with the Trust.
6. To work with the SLT in ensuring effective timetabling is in place and regularly reviewed
7. To work with the Equality and Diversity Officer, Education Lead, other Steiner Curriculum Advisors and Hiram to plan and deliver celebrations and festivals embracing Rudolf Steiner's insights and Ruskin Mill's "Seven Fields of Practice" as well as festivals that are diverse appropriate in the context of the provision.

Student Admissions

1. To work with the SLT to strategically drive the admissions within the School including the following:
 - To quality assure school tours and assessment paperwork
2. Attend tribunals to support the potential student and their Parents/Carers in their application to the Trust's provision. Present evidence to the funding body including where appropriate Local Authorities, for consideration.

3. Working with the responsible person to present all necessary information to the admission's panel, SLT and other staff as necessary so that an informed decision can be made about the admission of an applicant student.
4. To ensure that students can transition seamlessly where appropriate into and between provisions and ensure that all stakeholders are well informed and appropriate funding agreements, risk assessments, contracts and legal arrangements are put in place.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the School as contained in the booklet entitled "Brantwood Specialist School Statement and Purpose"
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To deliver training or development opportunities as required.
11. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the School, the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Assistant Head Teacher has direct staff responsibility for Teachers and other designated staff associated with the secondary education team, and shares overall responsibility for all staff within the School in the Head Teacher's absence.

Liaison

To liaise with all staff employed within the School, Transform Residential Limited, Ruskin Mill Trust, parents, students, professional bodies, external consultants, and any outside bodies as and when required-especially in the Head Teacher's absence.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person Specification / Training and Development Requirements

Position: Assistant Head Teacher - Teaching and Learning

The following are the criteria that will be used for Shortlisting

The qualifications, skills and experiences that we are looking for are:

- Full teaching qualification or equivalent experience
- Willing to learn and develop practices in Steiner Education principles
- Experience of leading and managing change to deliver improved performance.
- Experience of successful performance management.
- Experience of having led, or significantly contributed to the success of a department or an organisation through its leadership, ethos, teaching and progress.
- Experience of specialist education
- Able to evidence experience of successful implementation of quality assurance processes to address concerns or identified areas of improvement
- Experience of working within a complex organisation
- Adaptable and shows initiative
- High level of personal resilience
- High level of emotional and social intelligence

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Name	Timescales for completion	Length of programme
Introduction to PSTE	2 weeks	2 years
Craft training	At a date to be agreed with the College Principal	8 days over a period of 1 year
Teacher Development Training	At a date to be agreed with the College Principal	
Biodynamic Training	At a date to be agreed with the College Principal	
Safeguarding induction	First day	
Safeguarding - Internal Policies and Procedures	Within 2 months of commencing role	3 hours
Local Safeguarding Children's Board foundation and advanced training	At the first training opportunity	Variable depending on safeguarding board
Local Safeguarding Adults Board foundation and advanced training	At the first training opportunity	Variable depending on safeguarding board
Equality and Diversity	Within 2 months of commencing role	2 hours
Safer Recruitment in Education	Within 3 months of commencing role	On-line training
MAPA Training (De-escalation and Restraint Training)	At the first training opportunity	2 days
Craft / Research	As agreed with the line manager	1 day per week for a minimum of 3 months