



POSITION: Assistant Head – Academic

ABOUT US

East Hall School is a unique and growing specialist SEMH school based in rural Hertfordshire, with a strong emphasis on the outdoors, relationships, connection and preparation for life beyond school.

As we develop across multiple sites, our priority is to ensure that every part of East Hall School remains rooted in the same shared ethos: creating safe, nurturing and ambitious environments where young people can reconnect with education, build confidence in themselves and others, and develop the skills they need to participate successfully in the world around them.

We are committed to providing an outstanding educational experience alongside highly individualised social and emotional support. Our curriculum is carefully planned, ambitious and responsive to the needs, interests and aspirations of each student. We recognise that academic progress is most meaningful when young people feel safe, understood and ready to learn.

Our approach is relational and child-centred. Emotional wellbeing sits at the heart of East Hall School, and we place great importance on connection — with trusted adults, peers, animals, the natural environment and, importantly, with oneself. We believe that strong relationships create the foundation from which learning, independence and personal growth can develop.

The majority of our students have an Education, Health and Care Plan (EHCP), and many have experienced significant barriers to education, including trauma, disrupted placements and periods of disengagement from school. We understand that successful education for these young people requires more than simply returning them to a classroom.

As East Hall School continues to grow, we remain committed to retaining the individualised, relational approach on which the school was founded. Our multi-site model enables us to broaden the range of opportunities available to students while maintaining the sense of community, consistency and connection that defines East Hall School.

Our aim is not simply for students to succeed at school, but to leave East Hall with the confidence, qualifications, relationships and practical skills they need to build fulfilling and successful lives.



BASIC INFORMATION

JOB TITLE	Assistant Head Academic	DEPARTMENT	Across-site Pastoral leadership
SUPERVISOR	Deputy Heads		

Overview of Role:

The Assistant Headteacher – Academic will provide strategic and operational leadership for curriculum, teaching and learning, academic progress and quality assurance across East Hall School.

As a member of the Senior Management Team, the postholder will support the Headteacher in maintaining an ambitious, personalised and high-quality curriculum that meets the needs of students with SEMH and SEND across a growing multi-site school.

The role will combine whole-school leadership responsibilities with a teaching commitment of approximately 75%.

KEY RESPONSIBILITIES:

Senior Management Leadership

- Contribute to the strategic leadership and development of the school.
- Attend and contribute to SMT meetings.
- Maintain a visible leadership presence across the school.
- Support implementation of school policies, priorities and development plans.
- Contribute to quality assurance, self-evaluation and school improvement.

Safeguarding

- Act as a Deputy Designated Safeguarding Lead.
- Support the DSL with safeguarding concerns, referrals, recording and multi-agency working.
- Support staff to understand and fulfil their safeguarding responsibilities.
- Contribute to risk assessments, safety plans and safeguarding training.

Academic Monitoring and Progress

- Coordinate and capture baseline data, progress data and outcomes for students across the school.
- Oversee academic progress and attainment across the school.
- Lead and coordinate Pupil Progress Meetings (PPMs).

- Monitor individual student progress and identify students requiring additional support or intervention.
- Analyse assessment information and identify trends, strengths and areas for development.
- Ensure appropriate actions are agreed, implemented and reviewed following PPMs.
- Report academic progress and priorities to SMT.
- Ensure academic monitoring reflects the individual starting points and needs of East Hall School students.

Curriculum Leadership

- Oversee the planning, implementation and review of the school curriculum.
- Ensure curriculum plans are ambitious, coherent and appropriately sequenced.
- Ensure curriculum provision meets the needs of students across different pathways and sites.
- Support subject leads and teaching staff with curriculum planning.
- Ensure curriculum plans clearly identify progression, assessment and intended outcomes.
- Review curriculum provision in response to student need, outcomes and school development.
- Promote appropriate vocational, academic and enrichment opportunities.

Teaching and Learning

- Lead the development of high-quality teaching and learning across the school.
- Promote adaptive teaching that reflects the needs of students with SEMH and SEND.
- Monitor the quality of teaching through appropriate quality-assurance activities.
- Support teachers to develop effective classroom practice.
- Promote high expectations for engagement, progress and achievement.
- Ensure relational practice and academic ambition work alongside one another.
- Share and model effective teaching practice.

Continuing Professional Development

- Contribute to identifying teaching and learning CPD priorities.
- Support the delivery of training, coaching and professional development.
- Contribute towards school CPD reflecting school improvement priorities and staff development needs.
- Monitor the impact of CPD on classroom practice.
- Promote a culture of reflection, professional learning and continuous improvement.

Reports and Academic Communication

- Oversee the school's academic reporting systems.
- Ensure student reports are accurate, meaningful and completed to a high standard.
- Establish clear expectations and timelines for report writing.
- Quality assure reports before they are shared with families.

- Ensure reports provide clear information about progress, achievement and next steps.

Parent Consultations

- Coordinate and oversee parent consultation arrangements for the school.
- Ensure consultations are well organised and provide meaningful information about student progress.
- Support staff to communicate academic progress clearly and professionally.
- Ensure families understand students' strengths, progress and areas for development.
- Monitor parent feedback and identify areas for improvement.

Quality Assurance

- Lead and contribute to academic quality assurance across the school.
- Undertake lesson visits, work scrutiny, curriculum reviews and other appropriate monitoring.
- Ensure agreed actions are followed through and evaluated.
- Support preparation for external inspection and quality-assurance activity.
- Coordinate and support quality-assurance visits relating to City & Guilds and other vocational qualifications.
- Ensure required evidence, documentation and systems are maintained to appropriate standards.
- Work with staff to address actions arising from external quality assurance.

City & Guilds and Vocational Provision

- Maintain oversight of relevant City & Guilds provision.
- Support staff to ensure qualification requirements are understood and met.
- Ensure appropriate curriculum planning, assessment and evidence are in place.
- Support internal and external quality-assurance processes.
- Monitor student progress within vocational programmes.
- Liaise with relevant staff and external quality assurers as required.

IT Provision

- Oversee the effective use of IT across the school.
- Support the development of appropriate IT systems and resources for teaching and learning.
- Ensure students and staff have access to suitable technology to support curriculum delivery.
- Identify areas for development within the school's IT provision.
- Work with relevant staff and providers to resolve issues and plan improvements.
- Promote safe, responsible and effective use of technology.

Online Safety

- Oversee online safety and e-safety provision across the school.
- Ensure online safety is embedded within curriculum and pastoral provision.
- Work closely with the DSL and pastoral leaders regarding online safeguarding concerns.

- Monitor the schools filter and monitoring system in line with the school's policy, and carry out an annual audit on its effectiveness.
- Ensure staff and students receive appropriate guidance and education relating to online safety.
- Contribute to the review and implementation of relevant policies.
- Monitor emerging online risks and support appropriate school responses.

Teaching

- Teach approximately 75% of a normal teaching timetable.
- Deliver high-quality, adaptive teaching.
- Model effective teaching and classroom practice.
- Maintain high expectations for engagement, progress and achievement.
- Contribute to curriculum development within their own teaching area.

Review of Role

This job description will be reviewed periodically in line with the needs and development of East Hall School.

East Hall School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks, social media checks and employment checks to include an exploration of any gaps in employment.