## Job Description

Post Title: Assistant Headteacher (Research, Curriculum & Training)

Pay/Grade: Leadership Scale 6 – 10

Working pattern: Part-time post working on Monday, Tuesday & Wednesday.

Responsible to: Head of School

Responsible for: Curriculum, assessment, CPD, AET training coordination, outreach strategy

Partnership: Works in job share with the Assistant Headteacher 0.6(In-Class Pedagogy & Practice) as joint leaders of Teaching & Learning

### Purpose of Role

Provide strategic leadership for curriculum, assessment, CPD, and research-informed practice across the school. Act as Lead Trainer Coordinator for Hampshire Autism Education Trust (AET), supporting and quality-assuring other trainers. Lead the school’s Outreach programme, ensuring high-quality practice, compliance, and impact. Work in partnership with the AHT (Pedagogy & Practice) to form the joint Teaching & Learning leadership team. In addition, the postholder may be required to teach as part of their role and will share in the full responsibilities of a general Assistant Headteacher, including day to day operational support, leadership cover, safeguarding, staff line management, behaviour leadership, and contributing to the wider strategic development of the school.

### Key Responsibilities

- Lead on curriculum intent, design, review, and evaluation.

- Oversee the assessment framework, including moderation, analysis, and reporting.

- Coordinate the annual CPD programme (INSET, twilight, coaching).

- Analyse data within role scope and provide reports on key trends and options

- Horizon-scan research and translate into practice.

- Act as Lead Trainer Coordinator for Hampshire AET.

- Lead the school’s Outreach strategy, coordinating staff and quality assurance.

- Work in partnership with AHT Pedagogy & Practice to jointly lead T&L strategy.

- Prepare reports for SLT, governors, and external partners.

- Teach classes as required and model outstanding classroom practice.

- Contribute fully to the responsibilities of a general Assistant Headteacher, including safeguarding, staff appraisal, behaviour, and school improvement planning.

### Safeguarding & Compliance

Model safeguarding culture; act within DSL protocols. Adhere to HCC policies including MOPP, Capability, Equality & Diversity, GDPR, and Health & Safety. Ensure AET and Outreach meet HCC commissioning and QA standards.

### Person Specification

Essential:

* QTS and SEND expertise.
* Proven leadership in curriculum, assessment, or CPD.
* Experience coordinating training or professional development.
* Strong communication and partnership skills.
* Commitment to safeguarding and HCC compliance.

Desirable:

* AET trainer accreditation.
* NPQ or postgraduate study.
* Experience managing commissioned services.