

JOB DESCRIPTION

ROLE: Assistant Headteacher

GRADE: Leadership Scale

REPORTING TO: Headteacher

JOB PURPOSE:

- Be a member of the senior leadership team
- Take a lead role in conjunction with the other Senior Leaders, in the annual review procedures, Safeguarding and Child Protection, and any other duties as appropriate to the overall needs of the school
- Provide management and professional leadership to a team of staff comprising of teachers, learning support assistants, mid-day supervisors and others.
- Develop, manage, and maintain a high standard of education for pupils within the framework of the school's mission statement
- Assist the Headteacher and Deputy Headteacher in leading and managing the school
- Play a major role in formulating and reviewing the School Improvement Plan and the aims and objectives of the school
- Undertake such duties as are delegated by the Headteacher

RESPONSIBILITIES:

- Carry out the duties of a school Teacher as set out in the current School Teachers' Pay and Conditions Document.
- Carry out the duties of the Assistant Headteacher role as designated within the school
- Be responsible for the education and welfare of a designated group of pupils as directed by the Headteacher.
- Be a keyholder if required
- Be fully involved in all aspects of whole school development, especially the work of senior and middle leaders and senior support staff.

SPECIFIC RESPONSIBILITIES:

Main Responsibilities:

- Support, maintain and develop the ethos, values and overall purposes of the school
- Help formulate the aims and objectives of the school and policies for their implementation
- Contribute to planning improvement which will translate school aims and policies into actions
- Implement the Trusts policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability, and special needs
- Lead on an area of the School Development Plan
- Contribute and support the work on pupil data assessment in school in consultation with other Senior Leaders.
- Lead the development and review of EHC Plans

- Support the efficient organisation, management and supervision of school routines
- Ensure the implementation of the school's mission statement through good practice and leadership
- Take shared responsibility for the management and implementation of school strategies, taking a leading role as required/directed
- Work with the HT and other senior leaders in the event of any critical incident, taking a high level of operational leadership as required.
- Deputise for the HT/ DHT as necessary.
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- Be available to meet with various stakeholders when requested.
- Emphasise the benefits of a multi-ethnic school, strongly opposing any form of racism or prejudice and promoting equality of opportunity in terms of gender, ethnicity, religion, class and disability.
- Support the HT in providing data or information for governors, the Trust, Ofsted, DfE, etc.
- Leadership of foundation across the curriculum.
- Take part in performance management as a reviewer and reviewee.
- Take shared responsibility for the day-to-day management of the school
- Raising standards
- Act as a Designated Safeguarding Lead
- Be one of the named senior leaders for Looked after Children
- Demonstrate a contribution to the work of the Trust and Leadership Group through partnership working.
- Undertake such duties at the discretion of the HT as may reasonably be required by the changing needs of the school.

Curriculum Duties:

- Contribute to the development, organisation and implementation through:
 - Using and developing school policies on curriculum, teaching and learning, assessment, recording and reporting
 - ensuring that the learning and teaching provided by different teaching teams form a co-ordinated, coherent curriculum entitlement for individuals
 - ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Academy Governors and the Headteacher in their management of the school
 - Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- Participate in the school's Curriculum Development and lead, monitor and evaluate the curriculum. This includes responsibility for developing and disseminating curriculum materials, maintenance of equipment, in-service training (within school) for this curriculum area.
- To maintain a good educational ethos including the control of storage, display and resource materials.
- To plan, implement and evaluate learning programmes in conjunction with colleagues where appropriate.

Teaching and Learning:

- Undertake teaching responsibilities as necessary, aiming for an approximate 25% teaching/coaching/mentoring timetable but being prepared to use some of the remaining time to coach and mentor staff or to support the school at crucial times (e.g., when there is no cover or when a teacher requires support).

- Demonstrate the ability to plan effective learning and to lead others in doing the same, which is consistently well-matched to the needs of pupils.
- Provide a role model for high standards of teaching and learning, through personal example.
- Demonstrate teaching and leadership skills which lead to pupils making good and outstanding progress in relation to their prior attainment, so that they do well or better than similar pupils nationally.
- Work with the HT to lead the monitoring and evaluation of the quality of teaching and learning across the school, in order to promote higher standards of achievement, using school-based systems (e.g., book, scrutiny, data analysis and pupil voice) and own regular, informal observations.
- Provide high quality feedback to staff on their performance and set appropriate deadlines for improvement.
- Take a shared role in the leadership of assessment.

Pupil Care, making contributions to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
- The development of culture of independent learning
- The handling of individual pupil disciplinary cases.
- Demonstrate leadership skills to produce a harmonious working ethos, taking a full and active part in establishing good order, discipline and positive attitudes amongst pupils.
- Provide behaviour management support for pupils, supporting and advising staff and parents as required.
- Lead whole school or phase assemblies when required.
- Assist with the supervision of pupils at lunchtime, being also entitled to a reasonable break in the school day.

Management of Staff:

- Be responsible for the line management and performance management of specific staff
- Contribute to good management practice by ensuring positive staff participation, effective communication, and procedures.
- Participate in arrangements for the appraisal of the performance of teachers and support staff.
- Support the provision of professional advice and support and the identification of training needs.
- Assist the HT with the application of the Trusts attendance policies and procedures.
- Assist the HT in dealing with the specific stages of any difficult staffing issues such as teamwork, competence or discipline, providing a coaching or mentoring approach which sets clear expectations for staff.
- Set an example of personal integrity and a highly professional attitude to work, assisting all staff to maintain positive attitudes and excellent teamwork.
- Lead the professional development of staff through coaching and mentoring, demonstrating effective practice and good advice and feedback.
- Lead staff meetings and INSET as necessary, assisting senior and middle leaders to ensure good practical outcomes.

Relationships:

- Be responsible for fostering positive relationships across the school community and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing.
- Support liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- Develop and maintain positive links and relationships with the community, local organisations and employers.

Personal commitment as a Senior Leader:

- Be well-organised, work to deadlines and submit key documents promptly, acting as an excellent role model for staff.
- Demonstrate ability to critically reflect and self-evaluate.
- Demonstrate high level leadership skills including the ability to delegate, prioritise and hold others to account.
- Provide an excellent model for personal attendance and punctuality and ensure, as a minimum, personal working hours which reflect the majority of teachers.
- Make a commitment to attendance at meetings at certain points in the school holidays, particularly prior to the start of the new school year and ensure that other senior leaders do the same.
- Provide a role model for personal presentation and communication to all stakeholders.

Health and Safety:

All employees have a duty to carry out their work with due regard for the health and safety of themselves, other employees, the students and the public and to observe health and safety requirements relevant to their activities. They must report (in writing and verbally) to their line manager accidents, no matter how minor, and incidents that could result in injury or damage to equipment. They must co-operate in the investigation of accidents with the object of preventing a reoccurrence.

Working Hours:

- Availability for work for 190 pupil days and 5 training days (pro rata) – full time.
- Expected to attend meetings during some holidays so that good preparation is ensured for each term and especially the start of the school year.

PPA time:

Entitled to PPA time as 10% of timetabled teaching time; however, the whole school leadership role remains the priority.

REVIEW AND AMENDMENT:

This job description is subject to review at any time with full consultation of the post holder.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Qualified Teacher status (QTS)</p> <p>Degree /PGCE or equivalent qualifications</p>	<p>Other educational / professional qualifications, especially linked to SEN or leadership skills</p> <p>Any non-educational qualifications e.g. sport, music, first aid that can contribute to school life</p> <p>Hold the DSL accreditation</p>
PROFESSIONAL DEVELOPMENT	<p>High expectations for self and others and a strong commitment to raising achievements</p> <p>Commitment to promote home-school partnerships</p> <p>High expectations of pupil behaviour and strategies to meet the personalised learning and emotional needs of every child</p> <p>Professional appearance and integrity when undertaking outward facing work beyond school</p> <p>Consistency of approach to all</p> <p>Maintenance of integrity and confidentiality within and beyond school Commitment to supporting</p>	<p>Awareness and willingness to be involved in partnerships that support school</p> <p>Experience of innovation and creativity in the curriculum</p>
EXPERIENCE	<p>Experience of working with children with complex learning difficulties</p> <p>Current or very recent experience in teaching pupils across the range of learning difficulties including ASD and SLD</p> <p>Minimum of five years recent relevant experience in the special sector</p> <p>Successful experience of teaching in more than two phases</p> <p>Evidence of providing excellent provision for all pupils and achieving high standards of pupil progress</p> <p>An excellent understanding of the risks involved with working with children with SEND</p>	<p>Experience in whole school monitoring and evaluation</p> <p>Successful experience of teaching across the school age range</p> <p>Experience of working within a team of teachers and support staff</p> <p>Experience of leading and supporting CPD</p> <p>Experience of supporting pupils with challenging behaviour</p> <p>Experience in leading the annual review process</p> <p>Experience of moving and handling techniques for the safe movement of children and young people</p>

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	<p>Recent experience in leading the curriculum</p> <p>Proven ability in curriculum development</p> <p>Experience as a Middle or Senior Leader</p> <p>Experience of leading pupil progress meetings</p> <p>Experience of coaching and mentoring others</p> <p>Experience in the safeguarding of children</p> <p>Experience of managing the inappropriate behaviour of children</p> <p>Awareness of the SEN code of practice</p>	
SKILLS AND ABILITIES	<p>Excellent teaching experience</p> <p>Ability to work cooperatively as a member of a team and in different partnerships</p> <p>Ability to work with and be supportive of parents and families.</p> <p>Excellent people skills – motivating, nurturing and challenging children and adults to achieve their best</p> <p>ICT skills for teaching and management</p> <p>Confidence, clarity and decisiveness in making and carrying out decisions Ability to coach and mentor effectively</p>	<p>Experience in working with other partners – pre-school / extended services / network group/ multidisciplinary partners</p> <p>Experience in safeguarding procedures including Child Protection</p> <p>Experience in managing non-teaching staff e.g. TA's, midday supervisors Ability to assimilate complex risk assessments and make them workable</p>
PERSONAL QUALITIES	<p>Ability to manage a full diary of commitments and meet deadlines</p> <p>Approachable with excellent interpersonal skills</p> <p>Ability to promote and develop positive relationships within and beyond the school</p> <p>Ability to set and work to own and school deadlines Ability to remain positive and retain your sense of humour!</p>	

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