

Job Description

Post Title	Assistant Headteacher
Purpose	<ul style="list-style-type: none"> As an Assistant Head of the school, to share in the leadership and the corporate responsibility of the school. To lead the school in the policies and practices of continuous school improvement and staff development. To constantly seek and implement strategies which will bring about that improvement. As Inclusion Leader, lead whole school provision for our SEND and vulnerable children, EAL pupils, Gifted and Talented pupils and attendance and punctuality securing outstanding inclusive practice and excellent learning outcomes and success for all pupils. To play a leading and strategic role in closing gaps for disadvantaged pupils. To line manage the teaching support staff across the school
Reporting to	Head of School /Executive Head teacher
Liaising with	Head of School /Executive Head teacher, Governors, Senior Leadership Team, teaching and support staff, external agencies, children and parents/carers
Working Time	The amount of time required to carry out the professional duties required of an Assistant Head teacher
Salary/Grade	Leadership Pay Spine L8-L12
Disclosure Barring Service	Enhanced
MAIN (CORE) DUTIES	
Strategic direction and development of the school	<p>This is a challenging role and one that is ideal for an outstanding practitioner who is able to demonstrate leadership that effectively challenges, supports and develops the learning of all children and staff on a daily basis. The post will involve playing a full part, in collaboration with the Head of School /Executive Head teacher in the management of the school; ensuring that appropriate professional development takes place across the school and embeds good and outstanding practice in relation to teaching and learning and the raising of standards. This will include the following strategic areas of leadership:</p> <ul style="list-style-type: none"> Progress and attainment of pupil premium children, SEN children and Gifted and Talented children Safeguarding Monitoring and improving attendance and punctuality Managing teaching support staff & 2 SENCOs
Shaping the Future	<ul style="list-style-type: none"> To help to formulate the aims and objectives of the school and policies for their implementation. To determine the direction, focus and priorities in securing high quality provision for SEND and vulnerable pupils. To explore and determine the most effective model of specialist intervention and appropriate TA deployment. To establish effective assessment and intervention systems. To work in the cycle of planning, implementation, review and evaluation of the School Improvement Plan.

	<ul style="list-style-type: none"> To monitor and evaluate the impact of the school's policies, practices, targets and priorities, identifying developments needed.
Leading Teaching and Learning	<ul style="list-style-type: none"> To keep all aspects of paperwork, including reports, records and policies, up-to-date and actioned, as appropriate. To regularly monitor progress of pupil premium pupils and pupils with SEN and/or disabilities and evaluate the effectiveness of teaching to guide future improvements. To analyse and interpret specialist assessment data on SEN and local and national information relating to pupil premium pupils and pupils with SEN and advise the Head of School /Executive Head teacher on the level of resources required to maximise achievement. To monitor teaching activities and target setting and develop and maintain a system for recording the progress of pupils with SEND. To liaise with staff, parents, external agencies and other schools to provide maximum support and ensure continuity of educational provision for pupils with SEND. To will develop partnerships with parents to ensure that their views are considered and acted upon appropriately To ensure that pupils with SEND are enabled to share their views and that these are acted upon appropriately To share in the leadership of the school as part of the Leadership Team
Developing Self and Working with Others	<ul style="list-style-type: none"> promote and safeguard the safety and welfare of children and young people contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount support the development of collaborative approaches to learning within the school and beyond support the induction of staff new to the school and have oversight of the welfare of staff set high expectations for your own performance and that of others and engage in relevant professional development activity as necessary ensure that, by demeanour and example, the school's policies and ethos within the school and the wider community are promoted be an outstanding classroom practitioner, with a commitment to obtaining the highest standard of student achievement understand the components which comprise outstanding teaching and learning and take responsibility for their own professional development to improve students' learning achieve their own challenging professional objectives
Manage the Organisation	<ul style="list-style-type: none"> contribute to a regular review of the organisation of the school to ensure it meets statutory requirements develop action plans in specified areas of responsibility, in order to bring about improvements contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities take responsibility for the Performance Appraisal of identified staff contribute to regular evaluation of the impact of the use of resources in relation to

	<p>the quality of education of the pupils and value for money</p> <ul style="list-style-type: none"> • assume responsibilities additional to those in the job description as necessary • prioritise and manage their own time effectively, balancing the demands made by teaching, leadership and management and involvement in school development • set high expectations of learners' behaviour, establishing and maintaining a good standard of discipline • be committed to ensuring that every learner is given the opportunity to achieve to their full potential and meet the expectations set for them
Securing Accountability	<ul style="list-style-type: none"> • support the governing body in meeting its responsibility to account for the performance of the school • support staff in understanding their own accountability, and develop approaches to its review and evaluation • contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary • ensure the staff strive to maintain the highest professional standards and to promote the aims of the school • use comparative data to set clear targets for learners' achievement
Strengthen Community	<ul style="list-style-type: none"> • have excellent organisational ability • have the ability to deal with students and adults in a professional and effective manner • contribute to promoting the diversity of the school community • contribute to policies and practice which promote equality of opportunity and tackle prejudice • contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wide community • promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement attending School functions as appropriate • develop links with Trustees, Governors, County and neighbouring schools
Curriculum Development	<ul style="list-style-type: none"> • understand current developments with regard to curriculum provision in relation to all aspects of teaching and learning • identify educational research to enhance existing practice as appropriate • act as a link with other external organisations in implementing strategies for dealing with all aspects of teaching and learning and inclusion

Staff Development and Recruitment and Deployment of Staff	<ul style="list-style-type: none"> • create a climate, which enables staff to develop, challenge and support each other, resulting in positive growth • take action to build and maintain effective teamwork with high expectations of outcomes • have proven ability to raise standards of teaching and learning in classrooms other than their own • demonstrate and model outstanding lessons • embed the personalised learning culture of the school in their classroom, in order to demonstrate how to move from shallow learning to deep learning • model and support colleagues in the preparation of up-to-date subject material • lead and deliver professional development/INSET activities • run workshops and share practice on whole school strategic issues • identify and respond to professional development needs • develop the use of mentoring/coaching techniques and styles to develop the practice of all staff, their own confidence and the maintaining of positive attitudes
Quality Assurance	<ul style="list-style-type: none"> • maintain 'leading edge' knowledge through reading, INSET and research to inform their own practice, demonstrating impact in teaching and on students' learning • interrogate the available data to support identification and secure effective improvement in teaching and learning across the school • use the appropriate quality standards to support ongoing review of performance across the school as part of the school's improvement plan • evaluate and report the effectiveness of practice in the school, suggesting areas and issues for further improvement • liaise with the Governors /LA as appropriate
Communication	<ul style="list-style-type: none"> • establish effective working relationships with all colleagues • work with school leaders to identify underachievement, evaluate provision and implement an action plan for whole school improvement • communicate effectively with professional integrity within and beyond the school community • initiate strategies which support the professional development of colleagues to improve the standards across the school • where appropriate, communicate and co-operate with persons or bodies outside the school • follow agreed policies for communications in the school • attend meetings as required
Pastoral	<ul style="list-style-type: none"> • contribute effectively and be a role model for others in relation to the support of all students in the school • inculcate high expectations of themselves as learners • alert the appropriate staff to problems experienced by children and make recommendations as to how these may be resolved • communicate, as appropriate, with parents and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff

Management Information	<ul style="list-style-type: none"> • maintain appropriate records and provide relevant accurate and up-to-date information for the school's management information system • complete the relevant documentation to assist in the tracking of standards of teaching and learning across the school • use all relevant information to inform colleagues, members of SLT and Governors as appropriate
Management of Resources	<ul style="list-style-type: none"> • assist colleagues with the identification of resource needs and to contribute to the efficient and effective use of resources across the school • co-operate with other staff to ensure a sharing and effective usage of resources in relation to the development of outstanding teaching and learning across the school • co-ordinate and manage the work of other staff including support staff as appropriate
Specific Responsibilities	<ul style="list-style-type: none"> • oversee a key priority in the School Improvement Plan • line manage Middle Leaders / team members • be responsible for the development & implementation of a priority in the School Improvement Plan • identify and set priorities for staffing needs according to curriculum development • oversee aspects of the school curriculum as required • establish and develop positive community links with the school including through the extended schools programme and related learning opportunities • oversee the aspects of transition throughout the school as required • support the creation of the self-evaluation the school Self Evaluation Form and School Improvement Plan • oversee curriculum links and conduct regular mapping of provision as required • be responsible for the smooth day-to-day running of the school • prepare reports for the Senior Leadership Team and Governors as required • develop and implement related school policies as appropriate • monitor and improve student progress working alongside key staff as appropriate • represent the Leadership Team at Governors Committee as required • represent the school at relevant local, regional and meetings and events as required
Other Specific Duties: <ul style="list-style-type: none"> • to play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example • to promote actively the school's policies • to continue personal, professional development • to actively engage in the school's self-review and evaluation processes • to actively engage in the school's Appraisal of Performance processes • to comply with the school's Health and Safety Policy and undertake risk assessments as appropriate • to attend meetings as determined in the meetings policy and as directed by the Headteacher • to undertake any other duty as specified by School Teachers' Pay and Conditions Document, not mentioned in the above • to comply with the school's procedures concerning safeguarding and to ensure that training is up to date 	