



JOB DESCRIPTION
Assistant Head of School

Salary Range: L1-L5
Responsible to: Head of School
Responsible for: Teaching & Support Staff Children & Young People

Introduction and core purpose

- The Assistant Head of School will support the Senior Leadership Team (SLT) in the organisation, day to day management and conduct of the school in accordance with the legislation relating to education and schools, TEFAT agreed policies and procedures at Highlees Primary School
- The Assistant Head of School will work with SLT, staff, parents, carers to maintain and where necessary to improve provision and outcomes for students.
- Ensuring equality, safety and mutual respect will be central to the aims and ethos of the school and these should be reflected in all aspects of the work and responsibilities of the Assistant Head of School.

The duties outlined in this job description are in addition to those covered by the latest School Teachers Pay Conditions Document. It may be modified by the Executive Principal to reflect or anticipate changes in the job, commensurate with the salary and job title.

The responsibilities of the Assistant Head of School will include:

The strategic direction and development of Highlees Primary School

- Work closely with the ExP and HoS in implementing and monitoring the school improvement plan to ensure sustainable school improvement and efficient management of school resources.
- Work with the ExP and HoS to uphold the ethos of the school and the Federation, whilst recognising, developing and celebrating the school's individual identity.
- Work with the ExP and HoS to identify the school's future needs and further develop and monitor the plans already in place.
- In partnership with the ExP and HoS, provide school leadership to promote an ethos supporting the educational vision and direction of the school which rapidly secures:
 - Effective teaching, successful learning and achievement by pupils.
 - The school's expectations for behaviour and conduct of staff and pupils.

- Sustained improvement in pupils' spiritual, moral, cultural, mental and physical development, preparing them for the opportunities and experiences of adult life.
- Implement the School's shared strategic plan for school improvement:
 - Identify priorities and targets for ensuring that pupils achieve high standards and make progress.
 - Increase staff effectiveness and secure school improvement.
- Ensure that those involved with the school are:
 - Committed to the individual school's aims, within the overarching vision of the Federation.
 - Motivated to achieve long, medium and short term objectives and targets which secure the educational success of the school.
- Work in partnership with the HoS to challenge underperformance and ensure effective corrective action and follow up.
- Work closely with the ExP and HoS to ensure that the management, organisation and administration of the school supports its vision and aims.

Teaching and Learning

- Create and maintain effective partnership with parents/carers to support and improve pupils' achievement and personal development in line with the school's ethos
- Work within the Code of Practice relating to Special Educational Needs standards and quality assurance in accordance with the school's schemes of work and the National Curriculum
- Create and maintain environments which promote and secure good teaching, effective learning, high standards of achievement, good behaviour and discipline.
- In partnership with the ExP and HoS determine, organise and implement the curriculum and its assessment: monitoring and evaluating them in order to identify and act on areas for improvement.
- Alongside the ExP and HoS, ensure the effective teaching of English, Maths, the curriculum and implementation of school subject initiatives.
- Work with the ExP and HoS to monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, in order to set and meet challenging, realistic targets for improvement.
- Act as a role model for colleagues within the school implementing school policies and demonstrating effective teaching and learning pedagogies.
- Undertake a teaching commitment.

Leading and Managing Staff in partnership with the Executive Principal

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring that there is clear delegation of tasks and devolution of responsibilities.
- Implement and sustain effective systems for the management of staff performance incorporating appraisal and targets for teachers, including targets relating to pupils' achievement.
- Sustain motivation of self and other staff.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, in line with teacher standards.

Deployment of resources

- Work with the SLT to deploy all staff effectively, in order to improve the quality of education provided and ensure consistency of provision for pupils.
- Collaborate with other agencies to ensure pupil and community needs are met.
- Manage the cover timetable to avoid any disruption to teaching and learning.

Accountability

- Provide information, objective perspective and support to enable responsibilities for securing effective teaching and learning, improving standards of achievement, efficiency and value for money are met.
- Work with the ExP to develop a coherent and accurate account of the schools performance in a form appropriate to a range of audience.
- Promote and develop the school's ethos and culture in which all staff recognise that they are accountable for the success of the school.
- Ensure that pupils and parents are well informed about the curriculum, attainment and progress and about the contribution they can make to achieve each school's targets for improvement.
- Ensure policies and protocols in all areas for which they are accountable to parents, carers and pupils are implemented and the Federation's obligations are fulfilled.
- Play an active role in cross-school working with the Federation to enhance pupil outcomes.
- Promote and demonstrate a commitment to safeguarding and promoting the welfare of children and young children.
- To follow and keep up to date with relevant legislation and guidance.

Strengthening Community

- Working with the ExP and HoS to develop a school which continues to promote equality and diversity.
- Promote the school's culture and curriculum which takes into account the diversity of its community.
- Engage with and develop events that promote access for parents and carers, community figures, businesses or other organisations into the schools to enrich the school and promote their value to the wider community.
- Co-operate and work with relevant agencies to protect children.

OTHER DUTIES

It would be desirable for the Assistant Head of School to have an interest in the area of Inclusion and Special Educational Needs. Highlees are committed to CPD and would support and provide an opportunity for the post holder to acquire the Senco award.

Senco duties would involve overall responsibility for pupils with Special Educational Needs and identified Priority learners

- Monitoring & reporting progress of all SEND groups
- Support pupils and families with transition between phases
- Maintain effective partnership with SENCo in Eyrescroft Primary School
- Ensure statutory duties are met
- Maintain the local offer for the school and the Federation
- Ensure colleagues are aware of their responsibilities

Other

- Take on additional responsibilities which might from time to time be determined according to the needs of the school or Federation.

Post	<i>Signature</i>	<i>Date</i>
Assistant Head of School with Senco Responsibilities:		
Head of School:		
Executive Principal		

