### ASSISTANT HEAD OF SCHOOL

**POSITION**

Assistant Head of School - Inclusion and Transition.

**SALARY GRADE**

Main / Upper Pay Range + TLR 1a

**RESPONSIBLE TO**

Head of School

**INTRODUCTION**

The Assistant Head of School will have delegated responsibilities which are both school wide and of considerable weight. This will be in addition to carrying out the professional duties of a teacher other than the head teacher.

**PURPOSE OF POST**

* To develop and monitor all aspects of education in a Key Stage.
* To manage Inclusion and Transition provision throughout the Primary Phase.
* To ensure all staff are monitored, supported and developed.
* To assist the Head of School in organising and managing the school with the aim of raising the attainment of all pupils.
* To undertake any professional duty as reasonably requested by the Head of School.
* To work independently as well as in close partnership with the Head of School.
* To be an effective teacher and maintain a high standard of teaching and behaviour that is a model of excellence for all school staff.

**TEACHING AND LEARNING**

* To set high professional standards as a class teacher providing a role model for all staff in both classroom organisation, management and implementing all school policies.
* To undertake a maximum of 12 hours teaching responsibility per week.
* To be responsible for monitoring and evaluating the quality of teaching and pupil achievement ensuring high standards are attained by staff and that all children fulfil their full potential.
* To plan and deliver CPD opportunities for colleagues to develop their understanding and proficiency in serving a range of student needs including those identified as SEN, EAL and CLA as required.
* To jointly lead the whole team in developing a strong learning culture that has at its centre high expectations of work and behaviour.
* Evaluate the teaching for SEND pupils regularly by monitoring teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to further improve the quality of teaching.
* Use of a wide range of pupil data to support SEND and vulnerable pupil outcomes.
* To ensure the curriculum is inclusive and that a diverse range of voices and experiences are represented.

**MANAGEMENT**

* Deputise for the Head of School in their absence
* Work effectively with the Senior Management Team making a major contribution to the work and ethos of Prendergast Primary School.
* Demonstrate an excellent ability to advise and support other teachers within the whole school community.
* Provide examples, coaching and training to help others become more effective in their teaching.
* To support, manage and co-ordinate the inclusion team in the school.
* To work effectively with the parental community and other external stakeholders
* To have specific responsibilities as highlighted in the line management structure.
* To collaborate with the Head of School in preparing professional advice and guidance for the Governing Body.
* To keep the work of the school under review through the School Development Plan.

**THE SCHOOL AS A COMMUNITY**

* To successfully contribute to the development of the school as a community that serves the needs of the pupils, parents, staff, governors and the wider public.
* To support and develop equal opportunities for all members of the school community.
* The Assistant Head of School will actively contribute to establishing a climate of co-operative and collegial management of the school.
* Non-contact time is essential to the Assistant Head of School teacher in carrying out their wide-ranging responsibilities.

**TRANSITION AND INCLUSION LEADERSHIP FOCUS**

* Work with all stakeholders, including external partners to promote inclusion in the Primary School.
* Develop, implement and review intervention strategies to support pupil progress.
* Lead the delivery of Special Needs provision in the primary school.
* Develop, implement and review highly effective Transition processes and procedures across all phases of Primary including Nursery/Reception, KS1/KS2 and KS2/KS3.
* Line-manage Primary Learning Support Assistants.
* Lead EAL provision across the Primary School.

This job description will be reviewed at regular intervals and is subject to

change as the needs of the school evolve.

Signed ………………………………………. Date ………………………………