

JOB DESCRIPTION FOR ASSISTANT HEAD TEACHER

NEW HALL PRIMARY

NAME:

SALARY: LEADERSHIP SCALE

JOB DESCRIPTION effective from April 2022

1. JOB TITLE:

Assistant Head Teacher to take a lead role as SENDCo and Pupil Premium Manager

2.0 JOB PURPOSE:

The fundamental task of the Assistant Head Teacher is to support the Head Teacher with the overall management and leadership of the school. This is a non class based role but will require targeted work with specific groups of children across the school.

3.0 DUTIES AND RESPONSIBILITIES:

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

This job description is set out under key areas of responsibility:

**1. Strategic leadership of SEND pupils across the school as SENDCo**

**2. Responsibility for Pupil Premium spending and accountability**

**3. Leading and managing appropriate staff**

**4. Efficient and effective deployment of time and resources to include**

**teaching responsibilities across the school where appropriate**

**5. Safeguarding Lead alongside other DSLs.**

**1. Strategic leadership of SEND pupils across the school as SENDCo**

The Assistant Head Teacher will co-ordinate, with the support of the Head Teacher and governors and within the context of the school’s aims and policies, the development and implementation of SEND policy in order to raise achievement and improve the quality of the education provided.

Key tasks will include:

* Maintaining and developing a range of resources, co-ordinating their deployment and monitoring their effectiveness in meeting the objectives of school
* Strategic development of SEND policy
* Supporting staff in understanding the needs of SEND pupils
* Ensuring objectives to develop SEND pupils are reflected in school improvement plans
* Monitoring progress and attainment of SEND pupils and measure impact
* Evaluating effectiveness of teaching and learning
* Analysing and interpretation of relevant school, local and national data
* Liaising with staff, parents and external agencies and other schools to co-ordinate support for SEND pupils
* Share good practice and celebrate SEND on a local and national level
* NASENCO qualification

**2. Responsibility for Pupil Premium**

The Assistant Head Teacher will take responsibility, with the support of the Head Teacher and governors and within the context of the school’s aims and policies, the development and implementation of Pupil Premium policy in order to raise achievement and improve the quality of the education provided.

Key tasks will include:

* Strategic leadership and reporting of the Pupil Premium Strategy
* Ensuring up to date records with regard to PP pupils
* Analysing the impact of strategies
* Monitoring progress of Pupil Premium pupils
* Management responsibility for Pupil Premium budget
* Liaising effectively with staff to ensure focus on Pupil Premium pupils

**3. Leading and managing appropriate staff**

The Assistant Head Teacher will support all staff who are involved in working with all pupils by ensuring all those involved have the information necessary and develop the strategies required to secure improvements in teaching and learning and sustain staff motivation.

Key tasks will include:

* Ensuring all members of staff recognise and fulfil their statutory responsibilities by ensuring that pupils are supported effectively and make expected progress
* Providing training opportunities for teaching assistants and other teachers to learn about effective strategies to support all pupils
* Disseminating good practice in all pupils across the school
* Providing regular information to the Head Teacher and governing body on the
* evaluation and outcomes for SEND pupils
* Line managing support staff
* Making a positive difference to the quality of learning
* Develop and manage the Well Being Team to ensure that staff and pupil well-being has a high priority
* Share with the Head Teacher and Deputy Head Teacher in the pastoral care of all of the school staff
* Lead and manage performance management cycle for allocated staff
* Advising the Head Teacher and governing body on the efficient and effective

deployment of staff

* Act as the Deputy Head Teacher, undertaking all the duties and responsibilities that the role requires, in the absence of the Deputy Head Teacher

**4. Efficient and effective deployment of time and resources to include teaching responsibilities across the school where appropriate**

The Assistant Head Teacher will develop, with the support of the Head Teacher and colleagues, effective ways of overcoming barriers to learning and sustaining effective teaching in the main school through demonstrating effective practice, the analysis and assessment of pupils’ needs, the monitoring of disadvantaged pupils by making a positive difference to the quality of learning, quality of teaching and standards of pupils’ achievements, and by setting targets for improvement.

Key tasks will include:

* Demonstrating excellent classroom teaching in order to establish credibility and act as a role model for teaching and support staff
* Demonstrating a clearly articulated view of primary education with others which puts the child at the heart of the experience
* Identifying and adopting the most effective teaching approaches for SEND/PP pupils
* Monitoring teaching and learning activities to meet the needs of SEND/PP pupils through:

- Monitoring the quality of teaching and pupil achievement

- Target setting

- Using the recording system for monitoring progress

- Measure impact

* Identifying and teaching study skills that will develop pupils’ ability to work independently
* Teaching commitment for part of each week across the primary age range

**5. Safeguarding Lead alongside other DSLs**

The Assistant Head Teacher will identify, with the support of the Head Teacher and governing body, appropriate resources to support all pupils and monitor their use in terms of efficiency, effectiveness and safety.

Key tasks will include:

* Identifying resources needed to meet the needs of pupils and advising the Head Teacher of priorities for expenditure
* Willingness to become a registered DSL and acceptance of responsibility this entails
* Work alongside other stakeholders to effectively manage any safeguarding concerns
* Develop effective relationships with outside agency putting the needs of the child first
* Maintain positive relationships with parents and outside agencies

**ADDITIONAL EXPECTATIONS OF A SENIOR LEADER**

In addition to the specific responsibilities outlined above, the Assistant

Head Teacher, as a senior leader within the school, will be expected to:

* Support the aims and ethos of the school
* Set a good example in terms of dress, punctuality and attendance
* Take on any additional responsibilities which might from time to time be agreed with the Head Teacher
* Attend and participate in open evenings and pupil performances, and other extra-curricular activities
* Build strong links with parents/carers
* Uphold the school’s behaviour code and uniform regulations
* Participate in and where appropriate lead staff training
* Attend and where appropriate lead team, SLT and staff meetings
* Develop strong links with governors, LA support teams, outside agencies, and

neighbouring schools

* Take appropriate responsibility for her/his own health, safety and welfare
* At all times support the Head Teacher loyally

4.0 LINE MANAGEMENT

RESPONSIBILITY TO: Governing Body, Head Teacher and Deputy Head Teacher, Phase Leaders.

RESPONSIBILITY FOR: All Staff, in particular Teaching Assistants working within the classroom.

5.0 CONDITIONS OF EMPLOYMENT

The above responsibilities are in accordance with the requirements of the Education Act 2002 and associated regulations in terms of duties and working time, also any local agreements, LA circulars and guidelines giving interpretations of teachers’ conditions of service.

6.0 REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

7.0 COMPLAINTS

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Job Description issued by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Head Teacher

after consultation

Copy received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Assistant Head Teacher

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The successful candidate will be subject to an enhanced DBS disclosure check.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES, PERFORMANCE MANAGEMENT AND SAFEGUARDING OF CHILDREN POLICIES WILL BE REQUIRED

New Hall Primary is committed to safeguarding and promoting the welfare of its staff and pupils and expects all staff to share this commitment