**Job Description**

Assistant Head Teacher **03**

**Salary details:** L16-L20

**Contract Type:** Permanent

**Working Pattern:** Part time at 0.6 working Mon, Tues & Wed (part of a job share)

April 2024

**PURPOSE OF POST:**

To teach and undertake the professional responsibilities of the Assistant Headteacher in accordance with the Teacher’s Pay and Conditions document as directed by the Headteacher.

To work with and support the Headteacher to further develop the Quality of Education with a focus on enhancing further the bespoke Woodley curriculum and the progress students make.

To quality assure the monitoring of planning and curriculum organisation.

To analyse and evaluate assessment and data collection to scrutinise progress and achievement of all pupils.

Prepare and deliver regular reports on the areas of responsibility.

To deliver training to whole staff on specific areas of the role.

To support the supervision of teaching and support staff in relation to the conditions of service.

To inspire high quality teaching and learning through the modelling of excellent autism practice, meeting all the varied additional needs of children at this school.

To contribute to the school’s strategic development as a member of the school’s leadership team.

To support the Headteacher in maintaining and developing the good name of the school at all times, both internally and externally.

**KEY AREAS**

1. Leadership

2. Staffing

3. Pupils

4. Curriculum

5. Resources and Budget

6. Premises

7. Governing Body, Parents and Community

8. Miscellaneous

**1. Leadership**

1.1 In partnership with the Headteacher and Deputy Headteacher to be actively involved in school improvement issues including Teaching, Learning and Assessment.

1.2 To share responsibility for the school self-evaluation process.

1.3 To work with the Headteacher, Deputy Headteacher and Governors in strategic planning including work on the School Development Plan.

1.4 To promote and model the implementation of whole school policies.

1.5 To lead staff meetings, staff development sessions and team meetings as in line with the expectations set by the Headteacher.

**2. Staffing**

2.1 To contribute to the development of the Leadership Team.

2.2 To support the Headteacher in ensuring proper standards of professional performance and conduct are established and maintained.

2.3 To promote and take responsibility for areas agreed with the Headteacher including the effective management of the curriculum and student achievement.

2.4 To take a team leader role in Performance Management and to facilitate continued professional learning.

2.5 To foster good working relationships with staff, ensure effective communication and help promote welfare, morale and motivation of all staff within the context of equal opportunity and the school values.

2.6 To offer leadership, guidance and support to staff in relation to teaching and learning and positive behaviour support.

2.7 Take a training responsibility for the delivery of PRICE training to staff.

2.8 To actively promote the inclusive ethos of the school, provide a professional role model for all staff and support the Headteacher in creating and maintaining a school climate that is supportive for staff, pupils and parents.

2.9 To support the Headteacher and Governing body as appropriate with the selection and recruitment of staff to the school.

**3. Pupils**

3.1 To support the Quality of Education in school, ensuring that the pupils have an appropriate, broad and balanced education in line with school policy and legal requirements of the National Curriculum (as determined by the Headteacher).

3.2 To encourage a consistent, positive approach to the pastoral welfare of all pupils.

3.3 To ensure EHCP targets are embedded as part of their curriculum and learning.

3.4 To set the highest possible standards of classroom practice and management as an exemplar to other colleagues.

3.5 To actively promote the spiritual, moral, cultural, social, intellectual and physical development of pupils.

3.6 To support among staff a consistent, positive and inclusive approach to Positive Behaviour Support.

**4.The Curriculum**

4.1 To liaise with the Headteacher and Deputy Headteacher to ensure the EHCP targets are written into students curriculums.

4.2 Work with the Quality of Education team to ensure good autism practice is planned for through the curriculum at all times.

4.3 To liaise with the Headteacher with regard to the production, implementation, evaluation and revision of school organisation, policy, planning, assessment and moderation.

4.4 To keep up to date with new initiatives, updated legislation and policies.

4.5 To lead with the quality assurance of curriculum delivery.

**5.Resources and Budget**

5.1 To be involved in aspects of the school’s development and improvement and assist the Headteacher and Governors in setting the school’s budget in line with the School Development Plan.

5.2 To advise the Headteacher about resource needs as appropriate.

**6. Premises**

6.1 To be aware of and assist in supporting the Health and Safety policy with the Governing Body, the LA, and to advise the Headteacher of any known concerns regarding security or safety.

6.2 To advise the Headteacher of any known concerns or potential issues and liaise with the Business Manager as and when necessary, in conjunction with the Headteacher.

6.3 To be aware of protocols and liaise with relevant personnel.

**7. The Governing Body, Parents and the Community**

7.1 To be responsible for inclusion in its widest sense, working with parents and wider stakeholders.

7.2 To work with the Headteacher to develop effective professional relationships that are beneficial to the school and staff.

7.3 To support and assist the continued promotion of positive, effective relationships between the school, parents, Governors the community and all stakeholders.

7.4 To continue to develop and maintain links with the LA, LA schools and other outside agencies.

**8. Miscellaneous**

8.1 To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher if needed or in the best interests of the school, in consultation with the postholder.

8.2 The postholder’s duties must at all times be carried out in compliance with the Council’s Equality and Diversity Policy and other policies designed to protect employees or service users from harassment.

a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

b) Co-operate with management of the service as far as is necessary to enable the responsibilities placed upon the service under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.

c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be, for example, from minority ethnic communities, women, disabled or older people, lesbians or gay men. The postholder should also counteract such practice or behaviour by challenging or reporting it.

8.3 Safeguarding as part of your wider duties and responsibilities, you are required to promote and actively support the School’s/LA’s responsibilities towards safeguarding. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RESPONSIBLE TO: Deputy Headteacher, Headteacher**

**RESPONSIBLE FOR: Wider Leadership**