

Assistant Headteacher L9-L13

Aim

To provide excellent leadership and management as a member of the senior leadership team to ensure positive outcomes for all students.

Job area

The post holder in addition to the requirements of all class teachers will be required to undertake the following areas of responsibility and key tasks:

Strategic direction and development of the school

- To support the vision, ethos and HEART values of the school
- To promote high levels of achievement through our school motto
- To be committed to your own CPD and keep up to date with the wider SEND landscape
- To support the creation, implementation and monitoring of the School Development Plan and take sole responsibility for appropriately delegated parts, being a strong advocate for change
- To support the evaluation of the effectiveness and contribute to the School Self Evaluation Form
- To support the development and implementation of school policies
- Convey a positive “can do” attitude, motivate and inspire staff and present a “united front” to secure successful outcomes of school initiatives
- To support the head teacher in developing positive working relationships with and between all staff and provide and sustain motivation
- To lead by example as a teacher and as a manager, achieving high standards of staff performance and pupil attainment
- To contribute to the organisation and manage the day-to-day procedures to enable the smooth running of the school.
- Attend Leadership Team and Governors meetings as required, including providing reports, and report back to staff and other stakeholders when necessary
- Contribute to INSET day and CPD planning and lead training for staff as required
- To maintain the Positive Behaviour Support philosophy and provide support for teachers and class teams as appropriate
- To liaise with mainstream colleagues, families, other agencies and the local community as necessary including sharing excellent practice
- To promote equal opportunities within the school and to seek to ensure the implementation of the school’s equal opportunities policy
- To undertake any other tasks that can be reasonably asked by the Head Teacher

To lead a key stage, pathway or cluster of classes, including:

- Fulfil the role of a Deputy Designated Safeguarding Lead and Designated Teacher
- To oversee the positive implementation of Curriculum, Behaviour and Assessment in line with school policies
- Develop and support Teaching & learning through a cycle of performance management and regular 1:1 meetings
- Chair Annual Reviews and ensure that actions are followed up
- Support transition in year
- Line manage teachers, HLTAs and support staff including providing coaching and leading appraisal
- Family liaison and pastoral support

Teaching and Learning

- To undertake regular and sustained coaching or mentoring roles with individuals and groups of staff, which result in measurable progress in the quality of teaching and learning
- To contribute to curriculum planning and schemes of work
- To take responsibility for the development and monitoring of a subject area
- To undertake a teaching commitment and cover as required by the needs of the school

Lead responsibilities - to take the strategic lead on specific areas such as:

- Annual reviews & EHCPs
- Enrichment & EVC
- Pupil Premium
- Assessment & progress
- Accreditation
- Transition
- Student voice