



Higher Failsworth Primary School

Job Description – Assistant Headteacher and Inclusion Manager

POSITION:	ASSISTANT HEADTEACHER AND INCLUSION MANAGER
ACCOUNTABLE TO:	HEADTEACHER AND GOVERNING BODY
ISR:	L3 – L7 Leadership scale

MAIN JOB PURPOSE

To provide professional leadership for the school which supports its success, continuing improvement, high quality education for pupils and improved standards of learning and achievement. The Assistant Head Teacher is responsible for supporting the Head Teacher and the Deputy Headteacher in creating a productive, disciplined learning environment.

To strategically lead and manage inclusion across school.

To undertake the professional duties and responsibilities of an Assistant Head Teacher, as set out in the current School Teachers' Pay and Conditions document.

To undertake the professional duties and responsibilities of a Teacher, as set out in the current School Teachers' Pay and Conditions document when undertaking any teaching duties.

KEY RESPONSIBILITIES

The role of the successful applicant will encompass the following areas, however the specific nature and balance of these responsibilities will vary according to the strengths of the successful applicant and how these complement and/or meet the needs of overall school leadership requirements.

LEADERSHIP AND MANAGEMENT

- To be a member of the Senior Leadership Team, contributing positively towards the development of the School
- Ensure that the work of the school is inclusive and issues are addressed in curriculum and/or pastoral management
- Undertake Strategic Planning and contribute to the school's Self Evaluation Process
- To contribute to the monitoring and evaluation cycle
- To be available to assist the SLT in responding to unplanned situations which arise in the daily running of the school
- To promote and support good student discipline and to support staff
- To contribute to meetings of the Senior Leadership Team and other school management meetings
- Lead and manage the team of staff who support inclusion in achieving the priorities and objectives the school sets and monitor the progress of those which relate to their areas of responsibility;
- To foster and support extra-curricular activities in the interest of the school community e.g. school productions, concerts, sports activities
- To take an equitable share of supervision at different times throughout the school day

TEACHING, LEARNING AND ASSESSMENT

- To ensure that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, and to inform staff, governors and parents in order to secure continued school improvement
- To manage EYFS, Key Stage 1 or Key Stage 2 as required
- To narrow the gap, where appropriate, between the progress of different groups of students through tracking and monitoring and by organising intervention for those who underperform
- To use data to drive school improvement and to support leaders to do the same
- To lead on the development, organisation and implementation of a broad and balanced school curriculum ensuring that teaching and learning across all key stages forms a coordinated, coherent curriculum entitlement for all pupils
- Ensure teachers have the highest expectations of students and that all students make excellent progress
- To promote a shared and agreed understanding about the characteristics of effective high quality learning and teaching building upon best practice within the school and beyond
- To create and implement policies for learning and teaching that are informed by school self-evaluation and development planning
- To lead and manage INSET and relevant CPD activities to develop learning and teaching
- To keep the Governing Board informed of progress and developments in respect of inclusion
- To lead the development of effective and appropriate interventions to challenge and support different groups of students
- To promote a culture that promotes excellence, equality and high expectations for all students
- To lead a core or foundation subject(s) at the discretion of the headteacher

STAFF

- To maintain a consistent and continuous focus on students' enjoyment and achievement in school
- To demonstrate and articulate high expectations and contribute to ensuring that every student has a broad and rich curriculum to meet his or her needs
- To implement strategies which secure quality assurance in learning and teaching
- To demonstrate the principles and practices of effective learning and teaching
- To challenge poor performance and develop relevant strategies for improving performance
- Model outstanding practice in the planning and delivery of your own lessons and being able to demonstrate and share this outstanding practice
- Work closely with individuals and teams to support them in developing their learning resources, schemes of work and classroom practice to enhance teaching across the curriculum
- Support and challenge teachers and teaching assistants through mentoring and coaching to develop their classroom practice in order to deliver consistently good and outstanding lessons
- Ensure high quality resources are available for all pupils
- Contribute to the monitoring and evaluation of teaching, learning and assessment across the curriculum
- Help support marking, formative feedback and assessment for learning strategies
- Demonstrate and moderate how teachers plan for progress
- Promote procedures for accurate assessment and recording of student progress in line with school and national policy

COMMUNITY

- To treat people fairly, equitably and with dignity and respect
- To develop, empower and sustain individuals and teams

- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams
- To develop and maintain a culture of high expectations for self and for others and take appropriate action when performance requires improvement
- To regularly review own practice, set personal targets and take responsibility for own personal development
- To collaborate and network within and beyond the school as appropriate
- To manage own workload and that of others to allow an appropriate work/life balance
- Carry out a share of supervisory duties in accordance with published rotas
- To assist in promoting a culture which takes account of the richness of the school's community
- To create and maintain effective partnerships with parents and carers to support and improve students' achievement and personal development
- To contribute to the development of the educational system by, for example sharing effective practice, working with other schools and promoting innovative initiatives

STANDARD DUTIES

- To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all
- To uphold and promote the values and the ethos of the school
- To attend and participate in relevant meetings as appropriate
- To undertake any other additional duties commensurate with the grade of the post

SPECIAL CONDITIONS

- The post is subject to an enhanced Disclosure and Barring Service (DBS) check and the applicant will be required to actively promote the safeguarding and welfare of young people and children