**TEACHING STAFF**

**JOB DESCRIPTION**

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| **ROLE TITLE** | Assistant Headteacher (with SEN responsibility) |
| **CONTRACTED HOURS** | Full time / year-round |
| **LOCATION** | Woodhall Primary |
| **GRADE / SCALE POINT – SALARY** | Leadership Scale |
| **REPORTING TO** | Executive Headteacher |

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| **INTRODUCTION**  All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.  All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:     * Modelling the core values of the school and wider Trust at all times; * Nurturing pupils’ passions and interests and stimulating their intellectual curiosity; * Continuously raising pupils’ aspirations and self-esteem; * Intentionally developing Leadership * Contributing to the wider range of opportunities offered by and for the school community; * Actively supporting and promoting pupil voice; * Assuming responsibility (as required) for the learning process of a specific group of individual pupils. |
| **JOB PURPOSE**    To deliver and sustain educational excellence in teaching and learning throughout the school and more widely as part of the Trust’s Senior Leadership Team, through a range of Leadership strategies. |
| **ASSISTANT HEADTEACHER**  **Specific Responsibilities for Assistant Headteacher-SEND**  - SEN including provision, target setting, funding and CPD  -Inclusion Lead  -Behaviour including individual plans  -Safeguarding-Alternate Safeguarding Lead  -Risk assessments  -Appraisals of some staff  -Coaching lead for some staff  -Hold staff to account    **Teaching and learning**   1. Carry out any teaching duties in accordance with school’s schemes of works and National Curriculum 2. Work with teaching assistants to improve outcomes for SEN pupils 3. Set targets for pupil attainment levels 4. Demonstrate excellent practice in primary teaching     **Assessing and reporting**   1. Record pupils’ work 2. Maintain lesson evaluations 3. Mark and return work within agreed time span, providing feedback and targets 4. Analyse data and provide assessment reports to monitor pupil progress 5. Liaise with parents and attend consultation evenings 6. Work within the Code of Practice relating to Special Educational Needs |

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| **Leadership and management**   1. Support and work alongside the Executive Headteacher and wider SLT Team 2. Understand issues relating to the organisation, ordering and funding of resources 3. Support and uphold the school's policies on SEN, behaviour, discipline and bullying 4. Lead on raising standards in SEND across the school including ensuring adaptations and scaffolding are in place. To ensure accessibility for SEND pupils including through the use of an iPad 5. Undertake responsibility for monitoring standards in SEND 6. Ensure reasonable adjustments for pupils, write EHCP’s and ensure these are delivered. 7. Work with parents and external sources to support pupils. 8. Manage funding for SEND and provide CPD 9. Contribute to staff development activities 10. Manage the performance of teaching assistants and some teachers 11. Undertake the role of Alternate Safeguarding Lead as part of the wider SLT     **Standards and quality assurance**   1. Set a good example in terms of dress, punctuality and attendance 2. Attend and participate in open evenings and pupil performances 3. Uphold the school's behaviour code and uniform regulations 4. Attend (and lead) team and staff meetings 5. Develop links with governors, schools across the Trust and neighbouring schools     **Other duties and responsibilities**  Act as the lead for NQT mentoring and student teachers. |
| **SAFEGUARDING**  Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.  The post holder, under the guidance of the Headteacher, will be responsible for being Part of a team for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust’s and the school’s safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS). |
| **GENERAL**     1. Actively contribute to and promote the overall ethos and values of the school and the wider Trust;      1. Participate in training and other learning activities and performance development as required;      1. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;      1. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil   information and the Trust’s business at all times;     1. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.     The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Executive Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams. |

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

**PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Education and Training** | Recognised QTS  Evidence of commitment to own professional development  SENDCo qualification | Leadership training  Experience of coaching colleagues to support high-quality teaching |
| **Relevant Experience** | Knowledge and experience of teaching across Key Stages  Excellent classroom teacher with a proven commitment to improving the quality of children’s learning  Knowledge and experience of School  Development Planning and Curriculum Planning  Knowledge and experience of adapting and scaffolding learning to ensure it is accessible for all learners.  Evidence of successful leadership as a subject leader  Evidence of liaising collaboratively with colleagues  Experience and knowledge of managing challenging behaviour  Experience of monitoring teaching and learning  Understanding the importance of using data to raise standards  Evidence of successfully mentoring or providing general pastoral support to colleagues. | Experience in one or more schools  Evidence of participating in and developing extra-curricular activities  Experience of Performance  Management  Trained DSL  Experience of leading CPD |
| **Skills and Aptitudes** | Commitment to the safeguarding and promoting the welfare of children and young people  Ability to motivate and lead a team with sensitivity and energy  Ability to communicate effectively, both written and oral, with a wide range of people  Skill at managing change  Proven success in working with children across a range of age and ability  Ability and willingness to use tact and sensitivity as second nature  Stamina and a positive approach to work | Experience of effective working with governors  Experience and understanding of ICT as a management tool, including data analysis  Ability to foster links with local community and with other schools, locally, nationally and internationally  Ability to motivate commitment among all staff groups and to lead staff meetings  Sympathetic to the ethos of the school |