

JOB DESCRIPTION

School	Firwood High School
Job Title	Assistant Headteacher – Key Stage 5
Leadership Scale	L10 – L16
Primary Purpose of the Job	To lead keystage 5 in collaboration with other leaders within the keystage in order to maximise the learning and independence of all students in KS5 through effective leadership within the 'Preparing for Adulthood' national agenda.
Responsible to	Trustees, Executive Headteacher and Head of School
Directly Responsible for	Staff and students in Key Stage 5

MAIN DUTIES

Quality of Teaching & Learning

To lead the Key Stage so that students make the very best progress possible in their learning and independence skills, particularly:

- Inspiring outstanding teaching and learning throughout Key Stage 5 role modelling excellent practice.
- Leading and improving teaching and learning within your Key Stage.
- Leading assessment, recording and reporting procedures your Key Stage.
- Undertaking monitoring and evaluation of the work within the Key Stage in line with our self-evaluation schedule.
- Be responsible for behaviour for and of learning and ensure strategies are in place to enable all students to thrive.
- To implement knowledge and understanding of safeguarding principles and practices. Attending and leading vulnerable adult meetings and liaising with safeguarding practices
- To maximise opportunities for inclusive learning/social with the local and wider community.
- Liaison with the Executive Head Teacher and Head of School to maximise student learning and assist in the general day to day operational lead of the school.
- Be involved in the holistic provision for Key Stage 5 students (eg EHCP Reviews / MDT meetings / Preparation for Adulthood meetings)
- Alongside other school Leaders, attend school events in school including Christmas events, Prom, FirFest.
- Participate in the organisation of Parents Evenings and Open Days in collaboration with the Senior Leadership Team

Staffing

- To undertake the **effective day to day operational and strategic leadership** of staff within KStg5 including:
 - Retaining an overview of staff deployment.
 - Day to day management of staff
 - Managing preparation time ensuring that Teaching Assistants and support staff are effectively deployed across KStg5 .
 - Support Mentors of ECTs, where necessary, in KStg 5
- To ensure the **provision by external agencies** eg Physiotherapy, SALT and OT in KStg 5 is as effective as possible to support students' learning, independence and general welfare.
- To support both the Appraisal Process for Teachers and the Staff Development process for TAs and Support Staff are conducted in a timely manner and in line with our policies.
- To be a visible leader in KStg5 so that colleagues know the high expectations you have of yourself and others.
- To take responsibility for your own professional development, including undertaking training relevant to your role.

Accreditation

In collaboration with the Lead for Accreditation

- Enable **all** students access to appropriate and relevant accredited courses
- Support a programme of accredited courses that enable students to be accredited for the functional, vocational and personal and social development aspects of their learning
- Ensure the coordination of evidence and coursework for submission to exam boards for KStg 5 are adhered to.

Assessment and Moderation

- To be responsible for the assessment process within KStg 5
- Monitor and evaluate the current system of reporting
- Developing the schools' policy for Assessment, Marking, Recording and Reporting
- Developing an assessment procedure (in line with the schools policy and practice) that all staff adhere to
- Be responsible for quality assurance of the processes.

Transition

To support the Transition Lead in

- Enabling high quality **KS5 transitions** experiences from within Firwood High School and exiting to Post 19 Provisions.
- Providing relevant information for the relevant Post 19 Provisions
- Ensuring all stakeholders are fully informed of the Post 19 Provision students are moving on to and the information required for a smooth transition
- Arranging/coordinating transition visits and a transition programme for individual students
- Ensuring effective communication between Post 19 Provisions and within Firwood about students involved in this transition

Curriculum

In collaboration with the Lead for Curriculum Development

- Have a significant role in the ongoing design of the curriculum for Key Stage 5
- Ensure all curriculum areas have appropriate Schemes of Work
- Develop Schemes of Work relevant for Key Stage 5 students where required in collaboration with the Sixth Form staff
- Quality assure the curriculum in Key Stage 5 through monitoring in collaboration with other Senior Leaders.

As a Class Teacher:

- To ensure your classroom is prepared having the correct equipment for all activities and pupils. Arranging for procurement of class equipment when required and organising equipment to be made when necessary.
- To utilise facilities in school and to ensure they are left ready for the next group and to utilise community facilities.
- To ensure staff throughout school understand the behaviour, feeding and specific needs of pupils in your class by providing notes if required.
- To keep each student's documentation current.
- To adhere with any programmes devised by health professionals and therapists.
- To produce termly and annual reports, reports for reviews / EHCps, Individual Education Plans, assessments and other plans or reports as required for your students.
- To foster regular contact via home/school, telephone calls, home visits and encouragement of parental visits to school.
- To follow all policies and procedures of the school / wider trust
- The conditions of employment of school teachers also apply (School Teachers Pay and Conditions Document)
- To provide and/or present reports to Staff, SLT, the Head of School or trustees as required.

Firwood High School and Woodbridge Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.