

LEECHPOOL PRIMARY ASSISTANT HEADTEACHER PERSON SPECIFICATION

Job Title: Assistant Headteacher for Inclusion	Essential	Desirable
Education and \ qualifications		
Honour degree or equivalent	*	
Qualified teacher status	*	
Evidence of commitment to continuing professional development	*	
Willingness to undertake NPQH		*
NASENCO Qualification or willingness to undertake NPQ for SENCOs	*	
Professional Experience and Knowledge		
Successful teaching and curriculum experience	*	
Experience of management at a senior level	*	
Recent and relevant leadership experience	*	
Knowledge of primary principles and practice	*	
Successful experience of raising standards for all with measurable outcomes	*	
Experience of working in collaboration with other educational bodies and the wider community to develop positive relationships	*	
Evidence of highly developed performance management skills	*	
Understanding of quality in learning and teaching and how to achieve excellence	*	
Knowledge of key considerations in effective management and deployment of people and other resources	*	
In depth knowledge and experience of Child Protection and Safeguarding	*	
In depth knowledge and experience of the Code of Practice and SEND related issues across primary phase	*	
Skills		
Ability to lead change	*	
Ability to communicate effectively orally and in writing to a range of audiences	*	
Ability to think creatively to an anticipated and solve problems	*	
Ability to formulate a vision and strategy for the school and secure commitment to it from others	*	
Ability to drive for improvements and challenging underperformance	*	
Ability to establish and sustain appropriate structures and systems and monitor them	*	
Ability to develop and empower individuals and teams	*	
Ability to use new and emerging technologies to support improvement	*	
Personal Attributes		
Innovative and solution focused		
Committed to the development and maintenance of good relationships with staff, parents, pupils, governors, and the community	*	
Positive, enthusiastic outlook, embracing risk and innovation	*	
Respectful and empathetic towards others	*	
Resilient, persistent and optimistic in the face of difficulties and challenges	*	
Able to be consistent decisive and focused on solutions	*	
Commitment and dedication to social justice, equality and excellence	*	
Flexible, adaptable and creative	*	
Committed to CPD of self and others within the school	*	
Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it	*	

Job Description

Job Title	Assistant Headteacher for Inclusion	Job Reference	
Location	Leechpool Primary		
Core purpose			
<ul style="list-style-type: none"> • To assist and deputise when necessary, in providing effective dynamic, and inspirational leadership for the school, this promoting a secure foundation from which to achieve high standards in all essential performance area. • To continuously explore alternative opportunities, of which will enhance the learning and educational environment for all children. • Play a major role in formulating the aims and objectives of the school, establishing the policies through which they will be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement. • Alongside the Headteacher, evaluate the school's performance, identifying areas of improvement and priorities for the continuous growth and development of the school and its children. • In partnership with or in the absence of the Headteacher, implement decisive leadership to allow a positive impact on the quality of teaching and learning. • The Assistant Headteacher will lead the school in the absence of the Head of the School. • Working in partnership with the Headteacher to build a professional learning community which enables everyone to achieve. • To work in collaboration with Leechpool Primary and the Federation of schools supporting the values and vision, sharing expertise and supporting colleagues within the group. • Be the school SENCO • Liaise and work with a range of external agencies. • Undertake training to be a Designated Safeguarding Lead and to manage the team of DSLs within school and liaise with relevant outside agencies. • To monitor and analyse pupil attendance, working with families to improve attendance. 			
Key accountabilities			
Strategic leadership and shaping the future			
<ul style="list-style-type: none"> • To work with the Headteacher and further key stakeholders to create a coherent vision for the school, ensuring it is clearly articulated, shared, understood and acted upon effectively by all. • Work within the school community to translate the vision, core aims, agreed objectives and operational plans which will promote and sustain continual school improvement. • Ensure strategic planning considers the diverse makeup of the school and the wider community. • Leading and developing colleagues' performance, to maximise the progress of all children. • Creating, maintaining and enhancing effective working relationship amongst all member of the school community. • Setting targets, monitoring performance, and reviewing the progress of staff according to the appraisal/performance management cycle of the school. • Providing CPD through modelling best practice, coaching and INSET. • To lead on monitoring and quality assurance to ensure effective Learning and Teaching. 			

- Under the direction of the Headteacher, enhance opportunities through collaboration with other schools within the locality and Federation.
- To play a key role in the leading of safeguarding and to be one of the school's Designated Safeguarding Leads.
- To work with a range of external agencies to ensure pupil's needs are being met.

Teaching and Learning

- To work in partnership with the Headteacher to secure and sustain effective teaching and learning throughout the school, monitoring and evaluating the quality of provision and using available data to set priorities for development.
- Ensure that learning and teaching is at the centre of the school's decision making, providing an example of excellence and inspiring and motivating all other staff, thus sustaining high expectations.
- Determine, organize and implement a diverse, flexible curriculum and implementing an effective assessment framework which reflects the context of the school.
- To assist the Headteacher in the effective monitoring and evaluation of learning and teaching with the aim of securing high standards of achievement.
- Promoting a culture of challenge and support for all children to enable them to achieved success and sustain engagement in their own learning.
- Challenge any under performance and implement action plans for improvement.
- Providing staff with guidance and support through the promotion of appropriate CPD.
- Plan and develop a school environment which will be stimulating and conducive to a range of activities and promotes a variety of learning styles.
- Monitor the effectiveness of appropriate teaching and learning activities and target setting to meet the needs of pupils with AEN
- To ensure recommendations from outside agencies are implemented and followed.

Securing accountability

- Utilise a range of evidence including national, local and own schools' performance data to support monitor, evaluate and improve aspects of school life, including challenging poor performance and identifying educational trends.
- As Assistant to the Head of the School, ensure individual staff accountabilities are clearly defined, understood and agreed, with the understanding that they are subject to rigorous review and evaluation.
- Deputise for the Headteacher and present to the Governing Body, parents and or carers as well as other key stakeholders, a coherent, understandable, and accurate account of the school's performance.
- Maintain the ethos of the school by fostering collaboration and an atmosphere of mutual respect, where achievements are acknowledged and celebrated.
- Support staff in understanding the learning needs of pupils who are disadvantaged or have AEN
- To ensure that all staff are trained adequately in the area of Safeguarding.

Strengthening community

- The Assistant Headteacher will alongside the Headteacher, engage with internal and external school community and Horsham Schools Partnership to secure equity an entitlement. This includes collaboration with other schools with parents and carers with other educational institutions locally and further afield building effective partnerships.

- With direction from the Headteacher develop the provision of out of hours learning and extending learning opportunities.
- Collaborating with other schools and the wider community in order to share expertise and bring mutual benefits.
- Build and maintain effective relationships with parents, carers, parents and the community that enhance the education of the children and the wider community.
- See opportunities to invite parents, carers, community figures, businesses, or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Recognise and champion opportunities for developing a rich and diverse school community, which respects the rights, responsibilities and dignity of all.

Accountability

The Assistant Headteacher is accountable to the Headteacher who is in turn accountable to LA and Governing Body of the school. They are accountable for the standards achieved, the conduct, management and administration of the school and are subject to local and National policies.

Leechpool Primary expects its employees to work flexibly with the framework of duties and responsibilities above. This means that the post holders may be expected to carry out work that is not specified in the job profile, but which is within the within the remit of the duties and responsibilities.

Safeguarding

Leechpool Primary is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.