

KINGSLEIGH PRIMARY SCHOOL



JOB DESCRIPTION

Post Title: Assistant Headteacher - Inclusion

Pay Range: Leadership 8-12

Reporting to: Headteacher

Main purpose

To carry out the duties of an Assistant Headteacher as set out in the School Teachers Pay and Conditions Document and undertake any other reasonable duties that the Headteacher/Deputy Headteacher may request commensurate with the post.

The role of the Assistant Headteacher is to be a member of the Senior Leadership Team and work to:

- support and make a positive contribution to the outcomes of the School Development Plan
- ensure quality first learning and teaching are effective across the school
- ensure all children have the necessary provision and support to enable them to access the national curriculum and make good progress
- raise standards of achievement across the school, particularly in English and maths

The role of Assistant Headteacher has a specific responsibility for the progress and attainment of the following groups of children:

- children with additional needs, with learning difficulties or disabilities
- children with English as an additional language and from ethnic minority groups
- children identified within school as underachieving
- children identified as gifted or talented
- children who are in receipt of free school meals

In addition, the Assistant Headteacher has a specific responsibility for leading on ensuring that our Pupil Premium funding is used to best effect to raise standards.

Main duties and responsibilities

Teaching and Learning

The Assistant Headteacher will develop, with the support of the Senior Leadership Team and colleagues, effective ways of overcoming barriers to learning and securing effective teaching through demonstrating outstanding practice. They will analyse and assess pupils' needs and set targets for improvement.

Key tasks will include:

- leading the inclusion provision across Kingsleigh Primary School
- demonstrating outstanding classroom teaching in order to establish credibility and act as a role model for teaching and support staff
- demonstrating a clearly articulated view of primary education in line with school policy which puts the child at the heart of the experience
- monitoring teaching and learning to ensure all children's needs are being met
- teach classes or groups of children, as required
- to be responsible for promoting safeguarding

Leading and Managing Staff

The Assistant Headteacher will mentor and coach staff who are involved in working with children identified above to ensure that all staff involved have the necessary information and develop the strategies required to secure improvements in teaching and learning.

Key tasks will include:

- ensuring that all members of staff recognise and fulfil their statutory responsibilities to all children and ensuring that all pupils identified above are supported effectively to be fully included
- disseminating good, inclusive practice across the school
- providing regular information to the Headteacher and Board of Directors on the evaluation and impact on pupil progress
- line managing staff within the SEND Team including SENDCo and support staff

Efficient and effective deployment of staff and resources

The Assistant Headteacher will identify, with the support of the Senior Leadership Team and the Board of Directors, appropriate resources to support the teaching of pupils identified above and monitor their use in terms of efficiency, effectiveness and safety.

Key tasks will include:

- identifying resources needed to meet the needs of all pupils and prioritise these for expenditure
- maintaining and developing a range of resources, co-ordinating their deployment and monitoring their effectiveness in meeting the objectives of the school's teaching and learning policy

Additional expectations of a senior leader

In addition to the specific responsibilities outlined above, the Assistant Headteacher, as a senior leader in the school, will be expected to:

- support the aims and ethos of the school
- build strong links with parents and carers
- develop strong links with teachers, teaching assistants, directors and outside agencies
- attend and, where appropriate, lead team, SLT and staff meetings
- participate in and lead staff training

- attend and participate in open evenings and wider school events
- take on any additional responsibilities which might from time to time be agreed with the Headteacher or Deputy Headteacher

This job description may be reviewed at the end of the academic year or earlier, if necessary. In addition, it may be amended at any time after consultation with the job holder.

Name

Signed

Dated