





# THE STONEBRIDGE SCHOOL

Learning for life

Head Teacher: Mrs Leena Pacquette

BA Hons, NASENCO, NPQH

 [www.stonebridge.brent.sch.uk](http://www.stonebridge.brent.sch.uk)  
 020 8965 6965  
 [admin@stonebridge.brent.sch.uk](mailto:admin@stonebridge.brent.sch.uk)  
 Shakespeare Avenue  
Stonebridge  
London, NW10 8NG

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## JOB DESCRIPTION: ASSISTANT HEADTEACHER

This appointment is subject to the current conditions of employment of teachers and that of Assistant Head teachers contained in the current School Teacher' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This job description may be amended at any time following discussions between the Head teacher and member of staff, and will be reviewed annually.

The Assistant Head teacher will work with the Head teacher and Deputy Head of Stonebridge School and together they will be responsible to the Governors and the LA for effectively leading and managing the school to the highest possible standard.

### Profile of Responsibilities

The main task of the Assistant Head teacher is to work with the Head teacher and Deputy Head to assist in creating, maintaining, reviewing and developing an effective teaching and learning environment within the school.

The Assistant Head teacher will have specific responsibility for the following:

- Leading the development of Inclusion
- Support the Head teacher / Deputy to develop teaching and learning across the school including subject leadership.
- Lead a particular phase or year group
- Playing a key role in the development and implementation of Pastoral Care and PSHE
- Assisting the Head teacher and Deputy Head in the implementation of the school development plan.
- Playing a key role in working with Governors, parents and other stakeholders. This would include attending Governing Body meetings when required.

### **PARTICULAR TO TAKING A LEADING ROLE IN THE DEVELOPMENT OF INCLUSION**

**A. Strategic direction and development of Inclusion, including Pupil Achievement, in the school – with the support of and under the direction of the Head teacher and Deputy Head to:**

- Contribute towards a positive ethos in which **all pupils** have access to a broad, balanced and relevant curriculum through quality first teaching.
- Take a lead role in the development and review of the school's policy and practice regarding Inclusion.
- As the Inclusion Leader, to lead and manage the Inclusion Team consisting of Link Worker, SALT TA, ELSA TA, Autism Champion TA, outside agencies and other relevant members of staff.
- To take on the role of SENCO, including Gifted and Talented and liaise with outside agencies.
- To be the Designated Teacher for CP and LAC (jointly with the Deputy head teacher)
- To develop interventions and a range of therapeutic services across the school.
- Support all staff in understanding the needs of SEND (including gifted and talented) and ensure that objectives to develop these areas are reflected in the school development plan.



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## TAKING A LEADING ROLE IN THE DEVELOPMENT OF INCLUSION CONTINUED

- Regularly monitor progress of objectives and targets for pupils with Additional Educational Needs from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Lead on school self-evaluation in the area of Inclusion, including monitoring the quality of teaching; reviewing learning standards and the achievement of pupils; and analysing performance data.
- Make a significant contribution to formal reporting, e.g. Governing Body reports and the SEF. In light of this, devise and implement the relevant sections of the annual School Improvement Plan.
- Develop and maintain highly effective inclusion procedures which promote high standards of attainment.

### B. Teaching and learning – to:

- Support the identification of, and disseminate the most effective teaching approaches for pupils with Additional Educational Needs (SEN / EAL).
- Collect and interpret attainment data to inform provision.
- Work with pupils, class teachers and support assistants to ensure realistic expectations of pupils and to raise standards.
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### C. Leading and managing staff – to:

- Achieve constructive working relationships and establish opportunities to work with teachers and support assistants to review the needs, progress and targets of pupils with SEND.
- To lead in the development of teamwork, mutual support and collaboration with colleagues and the continuing motivation of staff.
- Provide regular information to the Head teacher, Deputy Head and Governing Body on the evaluation of the provision of inclusion.
- Advise on and contribute to the performance management and professional development of staff.
- To work alongside particular members of staff to develop inclusive practices.

### D. Effective deployment of staff and resources – to:

- Advise the Head teacher, the School Leadership Team and the Governing Body of priorities for expenditure and deployment of staff, and utilise allocated resources with maximum efficiency.
- Manage the delegated budget for SEND maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school policies.
- Take on any additional responsibilities which might from time to time be determined by the Head teacher or Governing Body.



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**The Assistant Head teacher will be required to undertake the following responsibilities in consultation with the Head teacher and Deputy Head.**

## **Leadership and Management**

- To assist and support the Head teacher and Deputy Head in promoting the ethos, aims policies and objectives of the school.
- To lead the school in successful implementation of specific new initiatives in education as directed by the Head teacher and Governing Body.
- In conjunction with the Head teacher, Deputy Head and Governors to:
  - A. Formulate the aims and objectives of the school and establish the policies through which they shall be achieved.
  - B. Manage staff and resources to that end.
  - C. Monitor, evaluate and review progress towards their achievement.
- To play a major role in the formulation of the School Improvement Plan and its cycle of implementation and review.
- To deputise for the Deputy Head in her absence.
- Participate in the selection and appointment of the teaching and non-teaching staff of the school.
- To play a leading role in Performance Management and Staff Development.
- To attend and play an active part in meetings of the Leadership Group and Management Team.
- To lead the development of a year / phase group as and when required.
- To actively support good communications at all levels.
- To actively ensure compliance of all staff with the requirements of the Health and Safety Policy.
- To take an active part in leading staff professional development.
- To assist in the monitoring and evaluation of teaching and learning and standards of achievement.
- To assist in implementing, monitoring and evaluating national and local educational initiatives.
- To play a significant role in partnership with the Head teacher and Deputy Head in formulating, implementing and reviewing whole school policies and practice.
- As a member of the school leadership team and in consultation with the governing body, to play a significant part in school self-evaluation.
- To play a full part in developing and maintaining good relationships between the school, parents/carers, linked schools, external agencies and the local community.

## **Curriculum**

- To lead by example to all staff as an outstanding classroom practitioner.
- Monitor and evaluate the standards of teaching and learning and ensure that the highest standards of professional performance are established and maintained.
- To provide guidance and support to colleagues in their role as class teachers and subject leaders in implementing schemes of work and curriculum development.
- Assist in making arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, in order to promote common understanding of its aims.







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## Curriculum Continued

- To lead on and develop an area of the curriculum and fulfil the requirements of a subject leader.
- To lead whole and phase group assemblies.

## Pastoral

- To ensure high standards of physical and emotional care are maintained for all children.
- To ensure the implementation of the school's Behaviour Management Policy to promote positive behaviour and good order in the school.
- To provide advice and support to parents about their child's development, promoting a close relationship between home and school.
- To maintain good relationships with all staff, being aware of their needs, developing their confidence and creating a supportive working environment.
- To share with the Head teacher and Deputy Head responsibility for the Health, Safety and Welfare of pupils and staff.

## Other

To carry out any responsible request given by the Head teacher.