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| **THE PARTNERSHIP TRUST - JOB DESCRIPTION** | |
| POST TITLE: Assistant Head Teacher and SENCO |
| **RESPONSIBLE TO:** Head Teacher | |
| **RESPONSIBLE FOR:** Teaching staff and other relevant staff within the school | |
| **LIAISING WITH:** Head Teacher, Pupil Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff and parents. | |

**Purpose of Job**

* To raise standards of pupil attainment and achievement.
* To be accountable for pupil progress and development.
* To develop and enhance the teaching practice of others.
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head Teacher.
* To take on role of SENCO and to ensure the coordination of provision for all learners with SEN within the school is undertaken, enabling pupils to make good progress.
* To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
* To undertake any other duty as specified by School Teachers’ Pay and Conditions Document not mentioned in the above.

**Main duties**

**Operational/Strategic Planning:**

* To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies, in liaison with the Head Teacher.
* The day-to-day management, control and operation of provision, including effective deployment of staff and physical resources.
* To implement School Policies and Procedures, e.g. Equal Opportunities, Health & Safety, COSHH, etc.
* To work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of pupils and contribute to the aims, objectives and strategic plans of the school.
* To play an active role in developing the School Improvement Plan and the aims and objectives of the school.
* To link with the Head Teacher to ensure that there is consistency of practice across the School.
* To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School’s Health and Safety Manager.

**Curriculum Provision:**

* To liaise with the Head Teacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.

**Curriculum Development:**

* To lead special needs development for the whole school.
* To actively monitor and respond to special needs development and initiatives at national, regional and local levels.

**Staffing /** **Staff Development /Recruitment/Deployment of Staff:**

* To work with the Head Teacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To be responsible for the efficient and effective deployment of support staff.
* To undertake appraisals and to act as reviewer for a group of staff.
* To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To be responsible for the day-to-day management of staff and act as a positive role model.

**Quality Assurance:**

* To establish common standards of practice and develop the effectiveness of teaching and learning styles in all subject areas.
* To contribute to the School procedures for lesson observation.
* To implement School quality procedures and to ensure adherence to them.
* To monitor and evaluate in line with agreed School procedures including evaluation against quality standards and performance criteria.
* To seek/implement modification and improvement where required.

**Management Information:**

* To make use of analysis and evaluate performance data provided.
* To produce reports within the quality assurance cycle and as required by the Head of Teacher.

**Communications:**

* To ensure that all members of staff are familiar with the aims and objectives of the school.
* To ensure effective communication/consultation as appropriate with the parents of pupils.
* To liaise with partner schools, higher education, Industry and other relevant external bodies.
* To represent the views and interests of the School.

**Marketing and Liaison:**

* To lead the development of effective links with the community, attendance where necessary at liaison events in schools and the effective promotion of the school at events.
* To actively promote the development of effective links with external agencies.

**Management of Resources:**

* To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including budget, acting as a cost centre holder, requisitioning, organising and maintaining of equipment and stock, and keeping appropriate records.
* To work with the Head Teacher to ensure that teaching commitments and interventions are effectively and efficiently time-tabled and roomed.

**Pastoral System:**

* To monitor and support the overall progress and development of students.
* To monitor pupil attendance together with pupils’ progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
* To liaise with outside agencies and parents as necessary in respect of pastoral duties, co-ordinating information to compile reports on such pupils as required and distributing them to relevant parties.
* Working with team members to seek to know all pupils taught by the team and to ensure pupils’ social and academic potentials are realised.
* To ensure the Behaviour Management system is implemented so that effective learning can take place.
* To safeguard and promote the welfare of pupils and take steps to prevent any child from suffering ill treatment or neglect. Be familiar with and adhere to the Child Protection procedures adopted within the school and report to the Head of School or Head Teacher any concern that a child has been mistreated, either physically, emotionally, sexually or by neglect.

**Teaching:**

* To teach 0.8 of the timetabled week and consistently produce lessons of a high standard.
* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
* To develop a rapport with pupils to help develop their social and academic potential.

**Additional Duties:**

* To play a full part in the life of the school community, to support its ethos and to encourage and ensure staff and students to follow this example.
* When requested to substitute for the Head Teacher in their absence.
* To continue personal development as agreed.
* To engage actively in the performance review process.

**General:**

* Play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.
* To perform any reasonable duties as requested by the Headteacher.
* To undertake any training provided by the Trust to carry out any of the above duties.
* This job description only contains the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out.
* To promote, monitor, and maintain health, safety and security in the workplace and ensure all mandatory regulations are adhered to.
* To contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
* The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement.