



JOB DESCRIPTION

POST	Assistant Head Teacher/Senco
Grade	Leadership Scale L11 to L13 £60,488 to £63,430 Full Time 52 weeks per year
RESPONSIBLE TO	Head Teacher/ Deputy Head / Senior Leadership Team

Purpose of job

This Assistant Head Teacher role, with the support of the Head and Governing body, is designed to take responsibility for student and community engagement with the wider curriculum. The Assistant Head Teacher will work to increase the curriculum offer of a broad, balanced and rich curriculum; to enhance current opportunities for pupils; to secure high quality learning as well as the effective use of resources to bring about improved standards of achievement of all pupils in line with the national expectations.

This is a senior position in the school and is part of the School Leadership Team. As such each Assistant Head Teacher, in addition to their principal responsibilities, will also take on the responsibilities and accountability for whole school leadership and management.

JOB PURPOSE:

The main objectives to be achieved by the post holder:

- To lead on whole school behaviour including pupil attitudes
- To lead the strategic development of SEN policy and provision to ensure quality provision for all pupils
- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision including off site provision
- Ensure the SEN policy is put into practice and its objectives are reflected in the school improvement plan.
- To lead on admissions and be a key point of contact for external agencies, in particular the local authority (LA)

Principal responsibilities

- Communicating the school's vision compellingly and supporting the Head Teacher's strategic leadership.
- Support the Senior Leadership Team in determining, organising and implementing the key priorities for school development relating to achievement of, and provision for, the wider curriculum offer
- Ensure that all school policies are implemented consistently and monitored appropriately.
- Create a culture where pupils experience a positive and enriching school life.
- Ensure a culture of staff professionalism.
- Support curriculum leadership and the teaching of a broad, structured and coherent curriculum.
- Establish and sustain high quality teaching across subjects and phases, based on evidence.



- Monitor, evaluate and lead on the development of the most effective teaching and learning strategies which raise standards in the wider curriculum
- Lead, guide and support colleagues in the adaptation of the curriculum, teaching and learning strategies and resources to meet the needs of pupils.
- Lead and support training initiatives and staff meetings which focus on developing the broad, balanced and rich curriculum offer.
- Provide monitoring reports on the achievement of pupils and progress against the school development plan.
- Ensure that a range of enrichment and extension activities are offered to and taken up by pupils to enhance their skills, confidence in and appreciation of learning, including after school activities.
- Develop and maintain inter agency, community and parental/carers links to ensure the achievement of learners by aiding the understanding of the curriculum, targets and progress.
- Work with the Reparation and Relationship Lead to ensure individual pupils receive appropriate support
- Actively monitor, respond to and disseminate developments and initiatives at national, regional and local levels with regards to the role.
- To liaise with other schools and participate in professional networks in order to identify and share best practice with regard to the relevant cohort.
- To effectively manage any allocated budget in order to progress agreed team and school priorities, maximise attainment and ensure value for money.
- Undertake the professional duties of a school leader, as outlined in the School Teachers' Pay and Conditions Document and as directed by the Head Teacher.
- Undertake any other professional duties as set down by the school and as directed by the Head Teacher.

Other areas of responsibility

- Deputy Designated Safeguarding Lead and Designated Teacher for CIC