**RIVERSIDE BRIDGE SCHOOL**

**Job Description**

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| **POST HELD:** | **Assistant Headteacher** |
| **SALARY SCALE:** | **L1-L12** |
| **REPORTS TO:** | **Deputy Headteacher** |
| **RESPONSIBLE FOR:** | **Curriculum Leaders, Class Teachers, Co-Educators** |

**Main Job Purpose**

To carry out the professional duties of an Assistant Headteacher as set out in the current School Teachers Pay and Conditions Document.

The Assistant Headteacher, in addition to carrying out the professional duties of a teacher, shall be an active member of the school leadership team through collaborative leadership designed to secure the achievement of the school’s strategic priorities.

* To be an outstanding teacher as a role model for teaching staff within the curriculum pathways of responsibility.
* To lead curriculum pathways
* To manage staff and pupils within the curriculum pathways of responsibility
* To support and develop staff within the curriculum pathways
* To support the pupils and their families within the curriculum pathways of responsibility
* To support pupils and parents to prepare for the ‘next stage’ (destination goals)
* To take an active role with the Headteacher and Deputy Headteacher in maintaining and continuing to improve the outcomes for the school
* To promote the school in a positive light

The Assistant Headteacher shall also undertake any professional duties of the Deputy Headteacher reasonably delegated to them by the Headteacher.

Undertake to the extent required by the Headteacher or the Governing Body, the professional duties of the Deputy Headteacher in the event of their absence from School.

**Specific Responsibilities of the Post**

Whole School Approach

1. To lead the whole school in the absence of the Headteacher and Deputy Headteacher

2. To maintain positive working relationships with and between all staff

3. To take a lead role in reporting to the Governing Body within their areas of responsibility

4. To ensure that parental communication is a development priority of the school

5. To take part in the Leadership rota of morning and after school duties

6. To attend and lead meetings when and where required

7. To take an active role in improving attendance across the curriculum pathways of responsibility

8. To lead by example of outstanding teaching practice

9. To embed the policies of the school

10. To create, maintain and update risk assessments for staff, pupils and activities as requested by the Headteacher

11. To demonstrate the vision and values in everyday work and practice.

12. To motivate and works with others to create a shared culture and positive climate over the value of curriculum development and assessment.

13. To ensure that strategic planning takes account of the diversity, values and needs of the school.

Management of self and staff

1. To assist in the appointment of staff as requested by the Headteacher

2. To lead and assist with the development and evaluation of teaching and learning by the means of observations, drop-ins, team teaching, mentoring and coaching as well as the development of Teaching and Learning policies

3. To lead on the development and performance of Co-Educators in school

4. To plan and deliver training when and where required

5. To support and assess the progress of newly qualified teachers within the curriculum pathways of responsibility

6. To mentor unqualified teachers within the curriculum pathway of responsibility on a weekly basis

7. To oversee and support any trainee teachers in their development and teaching practice alongside the Trainee Teacher Mentor Lead

8. To manage the appraisal of class teachers and co-educators within the curriculum pathways of responsibility, unless identified to be carried out by the Deputy Headteacher or Headteacher, and to set relevant targets for individuals

9. To organise daily cover for absences within the curriculum pathways of responsibility alongside Organisational Lead

10.To be accountable to the Deputy Headteacher, Headteacher, Governors and parents/carers, for progress and improvement within the school

11. To line manage all staff within the curriculum pathways of responsibility including teachers and co-educators

12.To treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture

13. To regularly reviews own practice, sets personal targets and takes responsibility for own personal development

15. To manage own workload

Teaching and Learning

1. To have regard for and actively promote the school’s teaching and learning policy

2. To have an excellent knowledge and understanding of the key teaching and learning aspects across the school

3. To have a good understanding of the levels of attainment across the school and how to plan lessons to meet these levels

4. To support the class teams in order to produce differentiated, inclusive and creative lesson plans identifying learning outcomes and success criteria in which Co-Educators are fully engaged

5. To utilise knowledge and understanding of national developments and initiatives when considering their impact on teaching and learning in the school

6. To keep colleagues informed of new developments by leading team training

7. To be aware of any CPD opportunities in order to develop professional expertise of class teams

8. To ensure that data is used effectively to further improve the quality of teaching and learning

9. To ensure that data is used effectively in order to provide adequate support for all children

10. To maintain a culture and ethos of challenge and support where all staff are responsible for and become engaged in their own learning as well as their pupils.

11. To demonstrate and articulate high expectations for the whole school community within the context of organisation systems and practices.

12. To ensure the implementation of the assessment/monitoring framework is used consistently across the school through moderation within the curriculum pathways of responsibility and across the whole school

13. To monitor, evaluate and review classroom practices and promotes improvement strategies as part of school self-evaluation practices alongside the Deputy Headteacher

14. To challenge underperformance within the curriculum pathways of responsibility and actively support effective corrective action and follow-up alongside the Deputy Headteacher

15. Where applicable, under the direction of the Headteacher, initiate capability procedures as and when required

Curriculum

1. To manage the budget and resources available within the curriculum pathways of responsibility

2. To organise and administrate the curriculum development under the leadership of the Deputy Headteacher

3. To identify the priorities for continuous improvement and raising standards via curriculum development and assessment

4. To present curriculum pathways data and being accountable for feedback to a wide range of internal and external stakeholders, including Ofsted and the Governing Body

5. To be responsible for the monitoring of EHC Plan targets within the curriculum pathways of responsibility

6. To ensure equality of opportunity for all pupils barriers that may exist are overcome

7. To ensure pupils are receiving a wide and varied range of opportunities both within and outside of school

Pupils and Parents/Carers

1. To work with parents and carers in recognition of the equal partnership between home and school within a child’s education to improve parental communication

2. To take responsibility for safeguarding and welfare within the curriculum pathways alongside the Safeguarding and Welfare Officer

3. To take responsibility for behaviour within the curriculum pathway of responsibility alongside the Deputy Headteacher

4. To carry out functional assessments where challenging behaviour is consistent after seeking advice from the behaviour lead

5. To oversee and attend where necessary EHC Plan annual reviews within the curriculum pathways of responsibility

6. To oversee the intake of new pupils and offer appropriate placement

7. To have a significant and direct impact on the quality of teaching, learning and progress of all pupils, and in particular identifying and supporting vulnerable pupils who may experience difficulties at any given time in their school career

8. To monitor pupils’ progress towards their end of year targets by means of pupil progress meetings and the evaluation of the quality of evidence recording

9. To take advice from external professionals such as school nurse, speech and language therapists etc. where challenging behaviour is beyond first wave intervention

The Assistant Headteacher is responsible for liaising with:

* The Headteacher and Deputy Headteacher
* The whole school team, including Classroom Teachers and Support Staff
* School Curriculum Leads
* Governing Body
* The Local Authority and other schools
* External Advisors & Agencies
* Inspection Teams
* Parents/Carers

The leadership and management of all aspects of whole school, but with a main focus within pathway of responsibility (Roots, Branch, Leaf and Accreditation Pathways), including the Extended Schools offer; curriculum, assessment, standards, organisation, pupil behaviour and safeguarding in conjunction with the DSL team at Riverside Bridge School.

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the postholder.

This job description will be subject to Annual Review, in consultation with the Headteacher to take into account the changing needs of the school.

Riverside Bridge School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment.

March 2021