



## **Assistant Head Teacher Job Description**

Pay Range: L10 – L12

Reporting to: Headteacher and Deputy Head Teachers

Leadership and Teaching Time: including up to 2 days supporting in the classroom.

**The Avenue School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### **Role Summary**

The role of the Assistant Head is to provide professional leadership to ensure high quality teaching and learning, effective use of resources, through guiding and supporting and new staff and improved standards of attainment and progress in pupil learning across an allocated pathway. You will be an excellent classroom practitioner with a depth of experience of supporting pupils with special needs and act as a role model for colleagues supporting them with planning, lesson delivery, assessment and reporting within your pathway area. As an Assistant Head you will have an impact on pupil progress beyond your assigned pupils and working alongside SLT, play a key role in developing innovative and effective methods of practice, data analysis and review.

### **Specific Responsibilities**

These include:

- Support Deputy Head Teacher, along with other Assistant Heads, to develop a robust strategy for teaching and learning that aligns with the vision and values of The Avenue School and School Development Plan.
- Assess teaching and learning provision across the pathway through teaching and learning monitoring program, including regular planning scrutiny and learning walks, providing staff with the appropriate direction, guidance and support.
- Use data effectively to monitor and report on pupil progress.
- Provide SLT with regular progress updates to ensure they are fully aware of successes, issues, concerns and risks.
- Contribute to SLT's strategic development of the pathway and produce and review a Pathway Policy
- Working alongside the SENDCo and other senior colleagues, keep up to date proactively with national and local developments and innovations within SEN to ensure that Avenue pupils have the best possible curriculum and wider opportunities.
- Support and promote inclusion and work experience opportunities, as appropriate, within school and the wider community.

- Ensure that teachers are building partnerships that involve parents and carers in children's learning and keep them informed about the curriculum, targets, progress and attainment through regular communication, parents' evenings and other events.
- Provide opportunities for pupil leadership and voice within the pathway where possible.
- Encourage staff provision of, and pupil participation in, a wide and rich range of extra-curricular opportunities for the pathway to strengthen the school as a community and its role within the wider Reading community.
- Celebrate pupil achievement of all kinds and promote the values and vision of the school through assemblies.
- Liaise with colleagues and other professionals as necessary to ensure the safety, wellbeing, attendance, progress and behaviour of pupils across the pathway completing Intervention Requests (referrals) if needed.
- Support the transition and placement of pupils new to the school and pupils moving from one pathway to another.
- Teach on their pathway (or on other pathways in case of an emergency), as directed by Senior SLT. This may be a regular commitment or a time-limited intervention in case of a class lead absence.
- Line Manager to teachers on your pathway, including supporting the induction and mentoring of staff new to the school.

### **General Responsibilities**

- Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture.
- Support the aims and vision of the school.
- Set an example in terms of conduct, punctuality and attendance.
- Take on any additional responsibilities, including leadership, to be agreed with the Headteacher.
- Build strong links with parents and carers.
- Adhere to and play a lead role in school policies.
- Attend and where appropriate lead team, SLT and staff meetings.
- Develop strong links with governors, LA support teams, outside agencies and neighboring schools.
- Assist in the smooth running of The Avenue School including being responsible, with the other Assistant Heads, for the school alongside and in the absence of other members of the SLT.

The duties outlined in this job description are in addition to those covered by the most recent School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, after discussion with you, to reflect or anticipate changes in the job, commensurate with the salary and job title

Signed:

Date: