

FOXBOROUGH PRIMARY SCHOOL – Job description

Job title	Assistant Head Teacher (Inclusion and Pastoral)
Pay & Conditions	L1 – 6
Line managed by	Head Teacher

JOB PURPOSE

- Assist the Headteacher in providing professional leadership for the school that secures its success and improvement, ensuring high quality and inclusive education for all its pupils
- Oversee the strategic development of special educational needs (SEND) policy and provision in the school
- Provide strategic leadership of pupil welfare, behaviour and safety ensuring that all children are safe and well-behaved enabling them to reach their educational potential
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Liaise with, and manage the contribution of external agencies, providers and workers including medical, educational psychology, services supporting behaviour and social services
- Analyse assessment data for pupils with SEND or a disability
- Provide strategic leadership of admissions and attendance
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Assist the Headteacher in carrying out the duties associated with performance management of members of staff
- Work with the Headteacher to devise and implement strategies to identify and remove barriers to learning to enable all pupils to have full access to the curriculum
- Lead the implementation of a programme of planned interventions (including wellbeing, behavioural and mental, emotional and physical health) to support students to access learning and make exceptional progress
- Deputise for the Designated Safeguarding Lead (Deputy Designated Safeguarding Lead) and lead responsibility for safeguarding and child protection
- Assist the Headteacher in the operational management of the school including ensuring rigorous approaches to identifying, managing and mitigating risk
- Support the ethos and aims of Pioneer Educational Trust

KEY AREAS OF IMPACT

Main Duties and Responsibilities:

- Fulfil the role of the Deputy Designated Safeguarding Lead
- Take overall responsibility for pupil welfare including attendance and punctuality, liaising with outside agencies and providing training and support to staff
- Lead on the strategic leadership of behaviour ensuring that the highest standards are set for children and supported by all adults;
- Report to the senior leadership team and the governors on behaviour and SEND;
- Attend, lead and contribute to ECM meetings;
- Take an active role in the reintegration of pupils to class following any internal or external exclusion;
- Ensure that the school has robust procedures in place for admissions ensuring that all new pupils settle in quickly and effectively, that data is shared effectively and that pupils' individual needs are met;
- Take an active role in retaining pupils on roll and, where applicable, ensuring that procedures for pupils leaving the school are robust and effective;

- Plan, deliver and evaluate programmes of wellbeing, emotional, behavioural, mental and physical health interventions to meet the needs of individual students and groups of students and to ensure barriers to learning are removed for all students;
- Ensure all health & safety, safeguarding and accessibility policies are regularly reviewed and practices are promoted and carried out effectively;
- Provide support for teachers in writing, implementing and reviewing IEPs/Behaviour Support Plans/Provision Maps and ensure that parents are partners in the process
- Meet with parents/carers to discuss children's needs as appropriate and in conjunction with and alongside class teachers
- Monitor and manage key transitions for pupils with SEND and provide advice and support to enable children to progress
- Coordinate medical needs of students to staff, as appropriate and lead on medical and disability interventions;
- Lead on the quality assurance of the breakfast and after-school clubs.

Strategic Direction:

- Support the vision, ethos and policies of the school and promote high levels of achievement;
- Support the creation and implementation of the school's strategic and development plan and to take responsibility for appropriately delegated aspects of it;
- Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's strategic and development plan;
- Be a full and active member of the school leadership team and as a member of that team, take a full role in the consultative processes of the school and encourage all staff to fully participate in those processes;
- Monitor and evaluate the performance of the school and its achievements, responding and reporting to the Headteacher as required;
- Work with other members of the leadership team to gain an understanding of the full curriculum experience of students, particularly for SEND pupils, as they progress through the school and assist in the monitoring and evaluation of that experience;
- Contribute to establishing the core values of the leadership team and their practical expression;
- Support the Headteacher and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives;
- Establish good relationships, encourage good working practices and support & lead teachers;
- Plan, organise and chair meetings, as appropriate;
- Take responsibility for aspects of day to day leadership of the school (e.g. timetables & duty rotas, serious behaviour incidents (e.g. students who cross the line, responding to parents, end of day procedures, etc.) as directed;
- Deputise for the Headteacher, as appropriate;
- Monitor standards and ensure effective systems are in place for Quality Assurance;
- Liaise with the Governors, when appropriate, to facilitate their overview of school management;
- Create, maintain and enhance effective relationships with all stakeholders including parents;
- Lead a team of teachers and/or support staff as required;
- Lead and/or participate in staff training;
- Lead assemblies, as required;
- Develop links with Governors, LAs and neighbouring schools

DDSL responsibilities:

- Manage referrals relating to cases of suspected abuse to the appropriate bodies, as required;
- Refer cases to the Channel programme, or equivalent, where radicalisation is a concern;

- Refer cases to appropriate bodies where a person is dismissed due to risk/harm to a child;
- Inform the Head of School/Head Teacher of issues especially under section 47 of the Children Act 1989 and police investigations;
- Lead on Prevent awareness training;
- Contribute to reviewing the Child Protection and Safeguarding Policies annually and ensure they are made publicly available;
- Maintain accurate and up-to-date records of all child protection and safeguarding files and arrange secure transfer of files, as necessary, using the relevant paper and electronic systems e.g. CPOMS.
- Plan, implement and evaluate support and intervention for vulnerable students, including those on child protection plans, child in need plans, etc.

Leading and Managing Staff:

- Contribute to good leadership practice by ensuring positive staff participation, effective communication and procedures;
- Participate in the recruitment and selection of teaching and support staff as required and ensure effective induction of new staff in line with school procedures;
- Maintain positive and professional relationships with individuals and groups including staff unions and associations;
- Support middle leaders within the context of school policies, in relation to working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitude;
- Manage innovation and change;
- Plan, organise and chair meetings as appropriate;
- Lead groups of staff in development activities, delegate appropriately and evaluate outcomes;
- Participate in the arrangements for the appraisal of the performance of staff, both teaching and support.

Quality Assurance:

- Monitor the implementation of school policies and ensure nationally-determined priorities are addressed as appropriate;
- Oversee the completion of reports for your designated areas of responsibility;
- Attend meetings of and report to the Governors/the Education Standards Board as required;
- As directed by the Headteacher, liaise and work in partnership with Local Authority officers and support services to include monitoring and evaluation of the school;
- Work with staff to establish common standards of practice, promoting strategies for the development of pupils with SEND.
- Monitor the quality of communications and information including reports, letters, SharePoint, website and other marketing tools, as directed.

Resource Management:

- Support the establishment of priorities for expenditure across the whole school and within departments;
- Work with the Headteacher to ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with regulations and governing body responsibilities under Health and Safety and other relevant legislation and as directed by the Headteacher;
- Work with the Headteacher to ensure that the external agencies and services contracted to the school operate efficiently and effectively;
- Support the Headteacher in the appointment and deployment of staff to make most effective use of their skills, expertise and to ensure that all staff have a clear understanding of their roles and responsibilities;
- Monitor and control the use of resources including financial.

Professional competence and behaviour:

- Maintain professional knowledge and competence;

- Provide a professional, up-to-date and purposeful service;
- Be responsible for their own professional practice and decisions and take responsibility for identifying and meeting their own development needs.

Ethical standards and integrity:

- Establish, maintain and develop professional relationships based on confidence, trust and respect for all colleagues and stakeholders;
- Demonstrate sensitivity for students' and stakeholders' practices, culture and personal beliefs;
- Advance employment and professional practices that promote equality of opportunity, diversity and inclusion;
- Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

Knowledge and skills

Assistant Head Teacher should demonstrate knowledge and understanding of:

- Statutory frameworks
- School improvement and effectiveness strategies including the process of school self-evaluation (inc. appraisal and SEF);
- Principles and practices of effective teaching and learning;
- Principles and practices of monitoring, assessment and evaluation;
- Processes and systems for quality assurance and quality improvement;
- Principles and planning of effective leadership and management of change;
- Principles of curriculum planning;
- Principles of cross-curricular planning and delivery;
- The application of ICT and digital technologies;
- Health and safety issues.

SAFEGUARDING

Foxborough Primary School and Pioneer Educational Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

ADDITIONAL DUTIES

- Play a full part in the life of the school community including duties to support the ethos and encourage students and colleagues to follow this example;
- Actively engage in the appraisal process;
- Continue personal development as agreed;
- Undertake any other duty as specified by school teachers' pay and conditions of service not mentioned in the above.

ADDITIONAL NOTES

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



This job profile is current at the date shown but in consultation with you may be changed by the Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.