

JOB DESCRIPTION: ASSISTANT HEADTEACHER

Post title:	Assistant Headteacher
Salary:	Leadership range 5-12 in line with school Pay and progression Policy and the <i>School Teachers' Pay and Conditions Document</i>
Line manager(s):	The Headteacher
Supervisory Responsibility:	Whole-school, whole-staff oversight. A named Learning Base

Specific responsibilities:

- Membership of Senior Leadership Team
- Performance Management and appraisal of learning base staff, induction and continued support for staff development
- Specialist Communication, Language and Literacy curriculum manager.
- Deputy Designated Safeguarding Lead
- Annual Reviews and school transitions

Main purpose of the job:

- Carry out the duties of this post in line with the current School Teachers' Pay and Conditions Document including the conditions of employment for Assistant Headteachers and the school's own policy
- Under the overall direction of the Headteacher play a major role in
 - formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
 - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
 - proactively managing staff and resources
- Cover the responsibilities of the other Assistant Headteachers and the Headteacher as agreed and appropriate in their absence
- Carry out the professional duties of a teacher as required
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

DUTIES AND RESPONSIBILITIES

Shaping the future

- Support the Headteacher and governors in establishing an ambitious vision and ethos for the future of the school
- Report to governors on all aspects of your role as necessary
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives

- g) Promote a culture of inclusion within the school community where all views are valued and taken into account

Leading teaching and learning

- a) Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- b) Work with the Headteacher to raise standards through staff performance management
- c) Assist with the development and delivery of training and support for staff in the areas of teaching and learning
- d) Lead the development and delivery of training and support for staff
- e) Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the continued development of a creative and appropriate curriculum for all pupils
- f) Assist the senior leadership team in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
- g) Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality
- h) Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school
- i) Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- j) Ensure through leading by example the active involvement of pupils and staff in their own learning

Developing self and others

- a) Support the development of collaborative approaches to learning within the school and beyond
- b) Support the induction of staff new to the school and those being trained within the school as appropriate
- c) Support induction for new staff and ECTs, have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- d) Participate in the selection and appointment of teaching and support staff as appropriate
- e) Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- f) Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- g) Work with the senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate
- h) Lead the annual appraisal process for all identified support and teaching staff

Managing the organisation

- a) Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- b) Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- c) As appropriate and under the leadership of the Headteacher, undertake activities related to professional, personnel/HR issues
- d) Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- e) Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- f) Be a proactive and effective member of the senior leadership team
- g) Contribute to the day-to-day effective organisation and running of the school

- h) Manage/provide cover for absent staff within the named Learning Base and support cover across the school
- i) Lead/assist in the appointment/interview process for posts across the school.
- j) Lead the Performance management/appraisal of an identified group of staff.
- k) To undertake any professional duties, reasonably delegated by the Headteacher

Securing accountability

- a) Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance
- b) Contribute to the reporting of the school's performance to the school's community and partners
- c) Promote and protect the health and safety welfare of pupils and staff
- d) Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Strengthening community

- a) Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- b) Develop and maintain contact with all specialist support services as appropriate
- c) Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- d) Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- e) Strengthen partnership and community working
- f) Promote positive relationships and work with colleagues in other schools and external agencies

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

JOB DESCRIPTION: MANAGER OF A LEARNING BASE

Responsible for:	Operational management and organisation Quality of Teaching and learning, pupil outcomes.
Supervisory:	Staff deployment/supervision/appraisal.

General job description:

To lead and manage a Learning Base; a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which you are accountable.

This post includes significant responsibilities not required of classroom teachers. This post:

- is focused on the quality of individual and overall teaching and learning;
- requires the exercise of operational and strategic professional skills and judgement;
- requires the leadership and management of pupil development across the curriculum;
- involves leading, supervising and developing the professional understanding and quality of teaching of other staff.

Main purpose of the job:

- a) The day to day management and organisation of a Learning Base
- b) Be an excellent classroom practitioner and professional role model
- c) Have an impact on educational progress across the Base
- d) Manage the appraisal of Base staff.
- e) Assist in the smooth running of the school at all times, including being responsible with the other Teachers in Charge of Learning Bases for the school in the absence of the Headteacher and/or other senior staff.
- f) Manage liaison with external organisations related to the school's work with children experiencing ASD.
- g) To remain up to date with current research and developments in practice around supporting pupils and their families with autism.

DUTIES AND RESPONSIBILITIES

Leadership and management

- a) Lead and manage a Learning Base.
- b) Promote, support and implement the vision and ethos of the school.
- c) Contribute to, implement and evaluate the success of the School Development Plan relevant to a Learning Base.
- d) Ensure that the work of the Learning Base Team is inclusive and issues are addressed in curriculum and/or pastoral management.
- e) Ensure policies are translated into practice by the Base team and that you bring to the attention of the Leadership Team any which may need reviewing.
- f) Assume responsibility for the day-to-day management of Learning Base staff and for the performance management of those staff across the year.
- g) Together with the Leadership Team, lead on the self-evaluation process for a Base, including monitoring of teaching and learning and bringing about improvement.
- h) As appropriate contribute to the writing of self-evaluation and policy documents.

- i) Manage effectively the transition of pupils to and from your Learning Base and within it.
- j) Promote cross curricular approaches to teaching and learning that integrate and embed targeted interventions and the specialist curriculum within day-to-day provision.
- k) Be an effective role model for your team in terms of teaching, behaviour and classroom management.
- l) Ensure effective and efficient recognition, referral, recording and reporting of pupil issues/concerns, together with subsequent design and evaluation of interventions to address issues/concerns.

Teaching and learning responsibility

- a) Have overall responsibility and accountability for a Learning Base ensuring curriculum continuity, consistency, balance, match and progression
- b) Lead regular meetings relevant to a Learning Base with appropriate colleagues
- c) Develop, demonstrate and promote teaching and learning activities appropriate to the full age and ability range and with regard to strategies and interventions appropriate to individual pupils, their individual learning profiles and needs.
- d) Be a role model of high quality teaching and learning, provided guidance, support and advice to Learning Base staff so as to ensure the greatest positive impact on pupil's quality of learning and development.

Monitoring and assessment

- a) Ensure the effective and efficient production and analysis of pupil data across the Learning Base in line with school expectations and use this information to support staff within the Base to develop their practice so as to enhance pupil outcomes.
- b) Together with the leadership Team, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across a Learning Base
- c) Monitor standards including recorded work as relevant to a Learning Base including reviewing long and medium term planning

Manage resources

- a) Have overall responsibility for the organisation, planning and evaluation of teaching/learning programmes as relevant to pupils in your Learning Base
- b) Manage, monitor and accurately account for any budget for your area.
- c) Evaluate, organise and monitor the use of resources

Staff Development

- a) Manage the appraisal of staff within a Learning Base.
- b) Take a lead role in identifying group and/or individual training needs and provide support for colleagues within a Learning Base, promoting a whole school approach
- c) Act as a role model, mentor/consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- d) Ensure you keep up to date with current developments relevant to a Learning Base and disseminate information as appropriate

JOB DESCRIPTION: COMMUNITY, LANGUAGE AND LITERACY (CLL) CURRICULUM MANAGER

General job description:

Responsible for the management, co-ordination and oversight of the CLL curriculum across the school; ensuring coaching, mentoring and development of all staff within the curriculum. To work together with the Leadership team to ensure relevance and continuity of provision and coverage across and between the school's different curriculum areas.

DUTIES AND RESPONSIBILITIES

Leadership and management

- a) Advise the Leadership team on the implementation of the CLL curriculum across the school to ensure continuity and progression across all areas.
- b) Lead the Leadership team's day-to-day responsibility for the organisation and management of all staff with regard to implementing the above.
- c) Ensure the effective use of the school's resources with regard to the curriculum.
- d) Maintain a working knowledge and understanding of the current school profile and project future trends so that the social and emotional curriculum remains up to date and meets the needs of the school's current and future cohorts.
- e) Maintain links with research and implementing relevant developments in practice within a curriculum.

Teaching and learning

- a) Lead the Leadership team in monitoring and evaluating the implementation of the Curriculum.
- b) Lead the Leadership team in monitoring the quality of teaching and learning, in line with school policy. This may include lesson observations, monitoring of planning and scrutiny of children's' work.
- c) Ensure common approaches to assessment across the school and provide support to colleagues in the teaching of curriculum and assessment across the school.

Recording and assessment

- a) Update the Leadership team and governing body on the effectiveness of provision for pupils across the curriculum to include an annual development plan to address any areas for development recognised
- b) Ensure continuity between the target setting process for raising achievement for pupils across the school and the content and provision of the school curriculum.
- c) Monitor progress across the school and ensure appropriate action plans are in place where issues are identified.
- d) Lead the Leadership team in monitoring planning across the school so as to ensure pupil's needs are being met and that adequate curriculum coverage is achieved.

Standards and quality assurance

- a) Lead staff training as appropriate.
- b) Participate in relevant external training
- c) Participate in Continuing Professional Development and external training with particular reference to the curriculum so as to ensure in-school knowledge and practice are appropriate.

JOB DESCRIPTION: DEPUTY DESIGNATED SAFEGUARDING LEAD

Reporting to:	Lead Designated Safeguarding Lead
Responsible for:	Safeguarding across the school, across all pupils and adults.

Main purpose of the job:

Together with the school's other DDSLs and reporting to the Lead DSL, the DDSL will take responsibility for safeguarding and child protection across the school. They will take part in strategy groups meetings and inter-agency meetings, and contribute to the assessment of children.

They will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.

DUTIES AND RESPONSIBILITIES

Managing referrals

- Refer cases of suspected abuse to the local authority children's social care
- Support staff who make referrals to local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Support staff who make referrals to the Channel programme
- Refer cases to the Disclosure and Barring Service where a person is dismissed or left due to risk or harm to a child
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals

Working with staff and other agencies

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
- Inform the Headteacher of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
- Liaise with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral
- Act as a source of support, advice and expertise for staff
- Understand the assessment process for providing early help and intervention
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference
- Attend and contribute to child protection case conferences effectively when required to do so

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Undergo Prevent training and be able to:
- Support the school or college in meeting the requirements of the Prevent duty
- Provide advice and support to staff on protecting children from the risk of radicalisation
- Undergo training on female genital mutilation (FGM) and be able to:

- f) Provide advice and support to staff on protecting and identifying children at risk of FGM
- g) Report known cases of FGM to the police, and help others to do so
- h) Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role
- i) Obtain access to relevant resources

Raise awareness

- a) Ensure the school's child protection policies are known, understood and used appropriately
- b) Work with the governing board to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- c) Ensure that proactive safeguarding through the curriculum delivery is effective in ensuring children learn how to keep themselves safe at a needs relevant level.
- d) Ensure the safeguarding policy is available and easily accessible to everyone in the school community
- e) Ensure that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this
- f) Link with the local safeguarding children board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- g) Be alert to the specific needs of children in need, those with special educational needs and young carers
- h) Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them

Other areas of responsibility

- a) Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- b) Undertake safer recruitment training and support the school to follow best practice
- c) Monitor the single central record and ensure it complies with all relevant legislation
- d) Provide safeguarding reports to the governing board
- e) Model best practice and uphold the principles of confidentiality and data protection at all times

The DSL will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

During term time, the DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video calling in exceptional circumstances.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.