



DEDWORTH MIDDLE SCHOOL – Job description

Job title	Assistant Headteacher
Pay and conditions	Salary: L6-L14
Line Managed by	Executive Headteacher
Notice Period	12 weeks
JOB PURPOSE <ul style="list-style-type: none">• Carry out the duties of this post in line with the remit outlined in the current <i>School Teachers' Pay and Conditions Document</i> including the conditions of employment for assistant headteachers and the school's own policy• Under the overall direction of the Executive headteacher play a major role:<ul style="list-style-type: none">○ in formulating the aims, objectives of the school and establishing the policies through which they are to be achieved○ be heavily involved in the raising of standards and curriculum planning for all pupils, including monitoring of progress towards achievement○ proactively manage staff• Carry out the professional duties of a teacher as required• Take some responsibility for child protection issues as appropriate• Take responsibility for promoting and safeguarding the welfare of children and young people within the school• If the headteacher and deputy headteacher are absent, will deputise, as directed by the governing board	
KEY AREAS OF IMPACT <p>Main Duties and Responsibilities: Shaping the future</p> <ul style="list-style-type: none">• Support the headteacher and governors in establishing an ambitious vision and ethos for the future of the school• Play a major role in the school improvement with a particular focus on SEND and Inclusion• 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• Promote a culture of inclusion within the school community where all views are valued and taken into account <p>Leading teaching and learning</p> <ul style="list-style-type: none">• Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community• Work with the Headteacher and Deputy Headteacher to raise standards through staff performance management	

- Assist with the development and delivery of training and support for staff
- Lead the development and delivery of training and support for staff
- Support the Senior Leadership Team with the processes involved in monitoring and evaluating the quality of teaching, learning and interventions taking place throughout the school, including lesson observations, to ensure a consistently high quality
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards – especially for SEND and vulnerable groups
- Ensure through leading by example the active involvement of pupils and staff in their own learning

The main areas of responsibility for the AHT inclusion are:

- Leading the inclusion team so as to secure high expectations, effective deployment of resources and improved learning outcomes for all pupils
- Lead person for The Hub (Return to Learn area)
- Deputy Designated Safeguarding Lead - work with safeguarding team ensuring safeguarding practice, policies, procedures, systems and training are robust, up-to-date and implemented by all staff; occasional attendance at a range of child protection/safeguarding meetings if required
- Lead and manage the inclusion team including SENCo, behaviour and pastoral mentors
- Lead, chair and coordinate our Vulnerable Children and Families meetings ensuring that actions are recorded and followed up
- Lead person for behaviour, well-being and pastoral care and equalities
- Lead for Breakfast and Homework Club and overview of lunchtimes
- SLT lead for health and safety (member of H&S Committee)
- To work alongside colleagues to support, train and ensure quality first teaching and specialist support as deemed suitable
- To work closely with Senco and Heads of Department to make sure that the curriculum is relevant, accessible and engaging for all pupils and that all pupils are progressing and gaps are closing
- Joint lead for our Partnership with Parents

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond
- Participate in the selection and appointment of teaching and support staff as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership
- 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
- Lead the annual appraisal process for all identified support and teaching staff

Managing the organisation

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication

- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Design and implement the every day running of 'The Hub' ensuring all pupils are supported and reintegrated into class
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties, reasonably delegated by the headteacher

Securing accountability

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

Strengthening community

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

SAFEGUARDING

Windsor Learning Partnership is committed to safe-guarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

ADDITIONAL DUTIES

- To play a full part in the life of the school community including duties to support the ethos and encourage pupils and colleagues to follow this example.
- To actively engage in the appraisal process.
- To continue personal development as agreed.

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 Trust 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 Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.