



FLEECEFIELD PRIMARY SCHOOL
ASSISTANT HEADTEACHER – Inclusion
JOB DESCRIPTION

The appointment is subject to the current conditions of employment of teachers, contained in the School Teachers' Pay and Conditions document, other current educational and employment legislation and relevant teacher standards.

Job Title:	Assistant Headteacher
Payscale:	Leadership Scale Point 9-14
Accountable to:	Headteacher
Responsible for:	Inclusion

A person appointed as Assistant Headteacher must play a major role under the overall direction of the Headteacher in:

- (a) Formulating the aims and objectives of the school;
- (b) Establishing the policies through which they are to be achieved;
- (c) Managing staff and resources to that end;
- (d) Monitoring progress towards achievement.

Job Purpose: To:

- assist the head teacher in managing, organising and developing the school and its staff
- lead all aspects of the Inclusion provision and strategy for the school
- carry out other leadership responsibilities or tasks allocated
- be a member of the Child Protection Team, liaise with the assistant SENCo and outside agencies as and when necessary. To share corporate responsibility for the safeguarding, wellbeing and discipline of all children by implementing agreed school policies.
- carry out the professional duties of a teacher

The Assistant Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting delegated responsibility for aspects of these key areas.

- Strategic direction and school improvement
- Teaching and Learning
- Leading and Managing Staff
- Curriculum Leadership
- Assessment
- Sharing Accountability

Strategic direction and School Development

- Work with the Headteacher and Governors to contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Demonstrate the vision and values of the school in everyday work and practice.

- Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Support the Headteacher in school self-evaluation, including the strategic use of performance data analysis to devise action plans.
- Support the Headteacher in providing inspiration and motivation to staff and children, set an example of high professional standards and leadership.
- Establish short, medium and long term plans for the development and resourcing for the specific areas of responsibility.
- Promote high expectations for attainment.
- Monitor the progress made in achieving subject/area plans and targets, and evaluate the impact on teaching and learning.

Teaching and Learning

- Work with the Headteacher to raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes and set targets for improvement.
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on students learning.
- Provide an example of excellence as the leading classroom practitioner and inspire and motivate other staff, including in the use of new technologies.
- Assist staff in their long, medium and short term planning.
- Undertake coaching and mentoring to enhance performance of staff, phase teams and individuals.
- Ensure that improvements in literacy and numeracy are priority targets for all pupils while at the same time ensuring that other areas of the curriculum are strengthened.
- Maintain positive strategies to enable equal opportunities for all.

Leading and Managing Staff

- Work with the Headteacher and the Leadership Team to motivate support, challenge and develop all staff to secure continual improvement, including his/her own continuing professional development.
- Implement and maintain effective systems for the monitoring and management of staff performance, incorporating appraisal and targets for teachers, including targets related to pupils' achievement.
- Line manage members of the Inclusion Team, including the assistant SENDCo, the Nurture Group staff and support staff.
- To participate in the selection and deployment of teaching and non-teaching staff efficiently and effectively to meet the specific objectives in line with the school's plans and financial context.
- Induct and mentor new staff and trainees as required.
- To participate in arrangements made in accordance with the regulations for the appraisal of the performance of staff in school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- Organise relevant professional learning opportunities in liaison with the Headteacher.
- Lead, motivate and support staff through changes.

Curriculum Leadership

- To work with the Headteacher and Governing Body to provide an exciting, stimulating and broad curriculum.
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement is provided.

- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and to aid governors in their future management of the school.
- Coach and mentor staff.
- Model effective leadership to all staff.
- To participate in promoting and securing a range of high quality extra-curricular activities within the school.

Assessment

- Ensure assessment and attainment tracking of SEND pupils informs teaching and learning, keeping abreast of new systems to assist staff.
- Lead in all aspects of assessment for SEND pupils, including Assessment for Learning.
- Take a lead role in the self-evaluation of assessment, reporting to the Headteacher and Governing body and formulating action plans to ensure assessment across the school remains fit for purpose.
- Remain up to date on current effective assessment procedures and ensure consistency in these across the school.

Sharing Accountability

- Supporting the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders; ensuring that pupils enjoy and benefit from a high quality of education.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Create and develop an organisation in which all the members of the school recognise that they are accountable for the success of this school.
- Agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.

General

- To carry out the professional duties of an Assistant Head Teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.
- Maintain good order and discipline among pupils.
- Promote and safeguard the welfare of pupils
- Contribute to the recruitment, selection, appointment and professional development of staff
- Deploy resources allocated to them