



JOB DESCRIPTION

Job Title: Assistant Headteacher (0.5 FTE teaching commitment and Whole School Curriculum area)

Salary/Grade: Leadership Spine 8-12

Responsible to: Principal/Vice Principal

Responsible for: Leadership of Integrated Learning and Communication Development

This job description is provided to assist in the understanding and appreciation of the work content of this post and the role it plays in school. The post holder is required to undertake the professional duties and responsibilities commensurate with those of an Assistant Headteacher, as set out in the current School Teachers' Pay and Conditions document.

JOB PURPOSE

To work as an effective member of the Leadership Team, sharing responsibility for the strategic direction of the school through promoting its vision, values and core purpose, in line with agreed policies.

To deputise for the Principal, Vice Principal or Deputy Headteacher when they are absent from the school.

To provide professional leadership which secures, in consultation with the Governing Body, the success and improvement of the school, ensuring high quality education, integrated provision and care for the pupils so that they are safe and happy at school, enabled to be successful learners and thus achieving high standards.

JOB SPECIFICATION

Supporting Strategic Direction and Development of the school

1. To work with the Leadership Team and Governing Body, and attend meetings as required, to provide vision, purpose and leadership of the school, and secure effective teaching and successful learning and achievement by pupils.
2. To contribute to the School Development Plan and the school SEF to identify appropriate priorities and targets for ensuring that pupils achieve high standards, make progress, are safe and enjoy their learning and work.
3. To ensure school improvement, the achievement of objectives and the educational success of the school by undertaking additional leadership responsibilities as agreed at annual performance management review.
4. To ensure that the management, finance and administration of the school supports its vision and aims.
5. To monitor evaluate and review the effectiveness of the school's policies and priorities.
6. To lead key areas of school self-evaluation and monitoring, as directed by the Principal.

7. To work with the Principal and other members of the Leadership Team to continue to deliver and enhance integrated services into daily practice including associated therapies and communication skills (Physio, Occupational, Speech and Language, Music and other relevant therapies) within the school for all pupils.
8. To provide parental engagement strategies and appropriate signposting and support to parents and families particularly in relation to Integrated learning and communication development.

Supporting Teaching and Learning

1. To create and maintain an environment which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline.
2. To take lead responsibility for developing and reviewing integrated learning and communication and implementing an effective provision for children with Physical, profound and complex learning difficulties and disabilities
3. To ensure through curriculum cohesion of integrated learning, continuity and progression through all stages and pathways within the school.
4. To implement, monitor, evaluate and review the integrated class provisions in order to identify areas for improvement.
5. To share responsibility with other members of the Leadership Team for developing and maintaining high standards of teaching and learning across the whole school.
6. To demonstrate and model to colleagues the characteristics of good/outstanding teaching.
7. To ensure integrated outcomes are reflected in pupil Individual Learning Intentions and Pathways throughout all school phases
8. To promote respect and understanding of diverse cultures, languages and ethnic groups, including faith groups.

Supporting Leading and Managing staff

1. To lead, motivate, support, challenge and develop staff to secure improvement, including demonstrating a commitment to their own professional development.
2. To ensure that effective working relationships are formed between staff including those from other agencies working within the school, and between staff and pupils.
3. To implement and sustain effective systems for the review and performance management of staff.
4. To motivate and enable teachers to develop expertise in their respective roles through personal coaching and supporting high quality continuing professional development for integrated working and the development of communication strategies to support lifelong outcomes for pupils.
5. To manage teachers and teaching assistants, directing their work and ensuring they are kept informed about teaching methods and integrated working including specific multidisciplinary targets for individual pupils and other relevant information.
6. To assist in ensuring that the professional duties of staff are fulfilled, as specified in the Terms and Conditions of Service of Teachers and support staff job descriptions and conditions of service.
7. To prevent and address racism and promote racial harmony.

Supporting Efficient and Effective Deployment of Staff and Resources

1. To manage staff and resources efficiently and effectively in line with the objectives in the School Development Plan and within the school budget.
2. To manage, monitor and review the use of available resources to improve the quality of education and integrated learning and secure value for money.
3. To support and contribute to the continued professional development for all staff

Accountability

1. To provide information, advice and support to the Governing Body to enable it to meet its responsibility for securing effective teaching and learning, and improved standards of achievement and value for money.
2. To provide appropriate reports, information and data related to Integrated learning and communication interventions and policy development as required by the Principal.
3. To present an evaluation of the school's performance in a form appropriate to a range of audiences – Governors, parents, local community, OFSTED, Academy Trust and Education Services.
4. To ensure that staff, parents and pupils are well informed about the school and targets for improvement.

Note

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the post holder.

It is in the nature of the work of special schools that many tasks and responsibilities are unpredictable and varied. All staff are therefore expected to work in a flexible way and when occasions arise to undertake tasks not specifically covered in their job description.

March 2021