



## Assistant Headteacher Job Description

**Job Title:** Assistant Headteacher

**Accountable to:** Headteacher

### Main Purpose

#### The Assistant Headteacher will:

- Undertake the normal responsibilities of the class teacher
- Be a member of the senior leadership team
- Assist the Headteacher in leading and managing the school
- Undertake such duties as are delegated by the Headteacher
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:
  - establishing the policies through which they shall be achieved
  - leading and managing staff and resources to that end
  - monitoring progress towards their achievement.

### Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

To develop Teaching & learning

#### Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers.
- To be responsible for teaching across both key stages.

#### The internal organisation, management and control of the school:

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- formulating the aims and objectives of the school and policies for their implementation
- to contribute to planning improvement which will translate school aims and policies into actions
- implementing the Academy trust and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
- the efficient organisation, management and supervision of school routines

## **The management of staff**

- To be responsible for the line management and performance management of specific subject leaders and teaching assistants
- To participate in the recruitment and development of teaching and non-teaching staff of the school
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- To participate in arrangements for the appraisal of the performance of teachers
- The provision of professional advice and support and the identification of training needs

## **Relationships**

- To be responsible for fostering positive relationships across the school community.
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.

## **SENCO**

- Identify and adopt the most effective teaching approaches for pupils with SEN
- Evaluate teaching and learning activities to ensure they meet the needs of pupils with SEN
- Where necessary/possible, actively teach learning intervention and support groups in order to accelerate their progress
- Promote the resources/programmes/skills sets that will develop pupils' to work independently
- Have regard to individual needs of pupils with Special Educational Needs and support their learning by using a wide range of teaching strategies, planning and providing support for their full participation in all activities.
- Liaise with pre-school settings to ensure the identification/ continuity of support and learning of pupils with SEN on entry to school Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEN
- Talk to pupils with SEN with a view to listening to what they have to say about their experience of education/school. Address any areas of concern.
- Keep the Special Needs Register up to date
- Undertake the provision mapping annually to ensure all children's support needs are met
- Set targets for raising achievement among pupils with additional learning needs and SEN
- Interpret assessment data, feeding specifically into termly Pupil Progress Review meetings with class teachers and TAs and formulate plans to address any issues and needs as appropriate.
- Maintain and further develop existing systems for identifying, assessing and reviewing SEN

- Update the Senior Team and governing body on the effectiveness of provision for pupils with additional learning needs and SEN Leadership
- Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with SEN Provide training opportunities for learning support assistants and other teachers to learn about SEN / additional needs
- Disseminate outstanding practice in SEN across the school
- Identify resources needed to meet the needs of pupils with SEN and advise the SLT of priorities for expenditure
- Assist in the effective organisation and deployment of teaching assistants and other resources linked to Special Educational Needs.
- Listen to colleagues with concerns about pupils
- Advise colleagues about their concerns and ensure that these are documented at Stage 1 of the Code of Practice or taken up and acted upon at other stages
- Monitor any screen / baseline assessments in order to identify and address children who are falling behind
- Attend meetings to support class teachers in order to keep parents informed about their child's progress
- Lead IEP and annual review meetings, writing up annual reviews of statements.
- Assist class teachers in writing Individual Educational Plans (termly for each child)
- Co-ordinate provision by calling meetings as necessary
- Meet parents who have concerns about their child/ren.
- Advise the Teaching Assistants in techniques and materials which enable them to implement Individual Educational Plans and manage the targets set in them.
- Monitor the resources devoted to special educational needs and make cases for funding where necessary. These resources include books, other teaching materials and practical teaching aids including technological aids such as laptops, iPad and Dictaphones
- Ensure that when a pupils leave the school all their records are passed on to the next school that they attend.
- Take the lead in assessments of children with SEN including their strengths and weaknesses