**Avenue Primary School**

Assistant Headteacher

**Job Title**: **Assistant Headteacher**

**Pay Scale**: Leadership Spine

**Responsible to**: Headteacher

**Supervisory Responsibilities:** Special Educational Needs and Disabilities Coordinator and Learning Support Assistants

**Purpose of Post and Context**: **Leader for Inclusion across the School.**

**Employment Duties:**

This job description is to be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of teachers’ duties set out in that document.

**Principal Duties and Responsibilities:**

This is a senior post within the school’s staffing structure, which carries with it membership of the Senior Leadership Team as well as responsibility for ensuring the safeguarding and welfare of all children.

The Assistant Headteacher will be the professional leader of the **Inclusion Team (including Special Educational Needs and Disabilities)**. This will include overseeing the provision for pupils with Special Educational Needs and English as an Additional Language. They will be the lead professional responsible for managing the implementation, monitoring and the delivery of all Learning Support Provision.

**In addition to carrying out the professional duties of a teacher, it is expected that the Assistant Headteacher will** **undertake any professional duties reasonably delegated by the Headteacher within the areas of:**

***1. Shaping the Future***

***The Assistant Headteacher is expected to:***

* Support the Headteacher and Governors in promoting and developing a vision for the future of the Inclusion Team and SEND whilst demonstrating inspirational leadership and creativity
* Be fully involved with strategic planning and decision-making, ensuring that school priorities are identified, action plans created, implemented, monitored and evaluated**.**
* Work with the Senior Leadership Team in creating a learning culture and environment that enables pupils to become effective, enthusiastic, independent learners committed to life –long learning.
* Contribute to the identification of key areas of strength and weakness in the school with detailed reflection on day to day working knowledge of the school’s policies and practices
* Exemplify the application of agreed policies, priorities and expectations, so as to set a good example to other colleagues.
* Develop and enhance a culture of teamwork, in which views of members of the school community are valued and taken into account.
* Take a leading role in the regular monitoring, evaluation and review of school improvement priorities as highlighted within the school’s Self Evaluation Form
* Contribute to the delegation and monitoring of resources and provisions funded by the Pupil Premium and Covid Premium allocation.

***2. Leading Learning and Teaching***

***The Assistant Headteacher will be expected to:***

* Manage the delivery of all the learning support programmes that operate in the school and the management of information, resources, materials and finances associated with such programmes and accountability for agreed targets and outcomes.
* Provide professional leadership of the principles and practice of differentiated and inclusive teaching and learning in the mainstream classroom
* Be responsible for ensuring statutory responsibilities for children with SEND and those for acquiring the English language are met
* Be responsible for the strategic delivery of learning support for children with EHC plans, children with extra resource funding and for those pupils receiving SEN support. This responsibility includes: ensuring provision is in place, the quality and development of support, any relevant reviews, the efficiency and effectiveness of administration and accountability to the leadership of the school.

* Be responsible for ensuring and developing appropriate learning support for the specific learning difficulties and/or disabilities of pupils in the school.
* Be responsible for a personal caseload/teaching programme, which may include working with individual pupils, small groups or whole classes as part of any schedule of learning support.
* Take a leading role in ensuring that assessment practices are rigorous, effective and accurate and that outcomes impact on standards of learning
* Coach and develop staff to maximise impact on effective teaching and learning.
* Work with class teachers to ensure the best learning opportunities for children with SEN and/or disabilities

.

* Ensure that high standards of behaviour are maintained through the establishment of appropriate strategies and consistent adherence to the School’s Behaviour and Discipline policy
* Seek to develop and enhance a broad and rich curriculum which meets the needs of pupils with SEN and/or disabilities and for those acquiring the English language
  + Actively ensure that pupils with SEND or those acquiring English are able to play a full role in school life
* Monitor and evaluate outcomes achieved from classroom practice.
* Ensure that there is liaison and consistency of practice, which ensures progression, between the Early Years Foundation Stage, Key Stage 1 and Key Stage 2
* Lead, develop and have up to date knowledge of current legislation/government initiatives within learning and teaching of pupils identified as having SEN and/or disabilities and those with English as an additional language.
* Ensure, with other members of the leadership team, the regular review of:

- the quality and provision for learning and teaching

- long, medium and short term curriculum planning,

- pupils’ work to ensure that suitable adaptive learning opportunities are provided

- assessment of and for learning practices

* Arrange for effective and efficient organisation of learning resources and their availability and distribution

***3. Developing self and managing others***

***The Assistant Headteacher is expected to:***

* Act as an Appraiser and assist in the implementation of the School’s Appraisal Process and where relevant provide training and continuing professional development
* Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect

* Contribute to the development of collaborative approaches to learning within the school and beyond.
* Monitor and evaluate the effectiveness of colleagues' practice and wider professional impact and report to the Leadership Team as required.
* Lead, manage and organise meetings as appropriate in support of the school’s aims.
* Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
* Engage in relevant professional development and training activity as necessary
* Assist with the organisation and supervision of students, supply staff, trainees and volunteers in the specified phase, both teaching and non-teaching
* Take a lead role in facilitating the in-service training and the continuing professional development of staff that relates to and arises from the learning support programmes operating in the school.

***4. Managing the organisation***

***The Assistant Headteacher is expected to:***

* Manage the day-to-day activities of the delegated areas of responsibility to ensure the school meets statutory requirements in a highly effective and efficient manner.

* Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.
* Ensure that equal opportunities for pupils and staff are effectively promoted.

* Participate in the recruitment and selection of teachers and support staff who may deliver school learning support.

***5. Securing Accountability***

***The Assistant Headteacher is expected to:***

* Support staff in understanding their own accountability, and develop approaches to its review and evaluation.
* Work alongside senior colleagues and teachers to use a range of data sources to set realistic and challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes and identify priorities for the school’s learning improvement plan

* Contribute to the reporting of the performance of pupils identified as having SEND as well as those for whom English is an additional language to parents, carers, Governors and other key partners as necessary.
* Contribute to the Headteacher Governing Body Report on a termly basis regarding SEND improvements and developments

* Ensure school staff work collaboratively with parents, carers and officers of the Local Authority in order to offer appropriate and effective learning support provision by the school
* Liaise with the Inclusion Governor at least once every half term in order to monitor SEND provision, report on current initiatives and discuss progress data and implications

***6. Strengthening the Community***

***The Assistant Headteacher is expected to:***

* Support the deployment of provisions offered and available to pupils identified as having SEN and/or disabilities and those for acquiring the English language within the community; strengthening partnerships with other schools and services thus enhancing community cohesion
* Contribute to policies and practices which promote equality of opportunity and tackle prejudice

* Evaluate and enhance the development of a curriculum that provides pupils with opportunities to enhance their learning within the wider community.
* Promote and model good relationships with parents, which are based on partnerships to support and improve pupils’ achievement
  + Implement curriculum information meetings for parents, governors and other stakeholders
  + Liaise with SEND providers, including Early Years Children’s centres and multi-agency groups.
* Take appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and where appropriate in off-site school activities
  + *To undertake any other areas of responsibility / tasks, which are deemed to be appropriate to the role of Assistant Headteacher, and delegated by the Headteacher*

***This job description may be amended at any time after discussion with you but will be reviewed annually during the academic year and appropriate changes made if necessary.***

**Teacher: ………………………………… Date:**

**Headteacher: ………………………………… Date:**

This school is committed to safeguarding and promoting the welfare of children and young people. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities, skills and knowledge to carry it out.