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**Samuel Pepys School- April 2018**

**Job Description-Assistant Head Teacher**

**This post will commence in September 2018.**

**Key Role and Purpose**

As an Assistant Head Teacher you will work with the Head Teacher, Deputy Head, School Business Manager and other members of the leadership, management and teaching team to support the operational day-to-day leadership of a department within the school in addition to other specific leadership responsibilities, promoting the vision and values of Samuel Pepys School. This post may have up to a 0.6 teaching commitment.

**Specific Duties and Responsibilities**

**Leadership and Management**

* Ensure effective communication for the smooth day to day operational running of a department within the school
* Lead, manage and support Teachers and Teaching Assistants within the department, including the allocation of staff, rotas and resources
* Contribute to decision making as part of the school’s leadership team
* Support the Head Teacher and Deputy Head Teacher with appraisals
* Promote positive standards of conduct from all staff and support well-being and attendance, in line with school personnel policies
* Liaise with families and professionals to support pupil outcomes
* Represent Samuel Pepys School as an ambassador at local, regional and national SEND events
* Promote equal opportunities throughout the school and ensure the application of the school equal opportunities policy
* Participate in the design and delivery of training sessions within school and potentially for other schools or organisations

**Teaching and Learning**

* Model high quality teaching, demonstrate the ability to enhance pupil attainment and progress by meeting and exceeding Teachers’ Standards
* Ensure high quality teaching and learning is taking place through monitoring and evaluation activities, coaching and mentoring
* Monitor and review the effectiveness of the school curriculum, in line with the schools MER policy
* Monitor and chair Education, Health and Care Plan reviews for allocated pupils
* Ensure that pupil outcomes and targets are effectively planned for, implemented and reviewed, involving pupils, families and class teams
* Facilitate high quality collaborative planning activities with colleagues within the department
* Ensure that pupil progress is accurately evidenced and moderated

**Effective Deployment of Staff and Resources**

* Support the Head Teacher, Deputy and School Business Manager in the recruitment, development and deployment of staff. Make effective use of staff skills, abilities and training
* Ensure that staff are effectively deployed to meet the needs of pupils, on a daily basis
* Organise and monitor pupil groupings, rotas and timetables to ensure that effective teaching and learning takes place
* Host students, volunteers and visitors within the department
* Promote and facilitate family participation in learning and life of the school
* Share responsibility for the development and maintenance of whole school learning environments
* Lead on department curriculum developments and initiatives, including opportunities for accredited learning, as appropriate
* Oversee department events and contributions to whole school events
* Lead on the planning and implementation of educational visits and journeys for the pupils within your department

**Keeping pupils safe**

* Ensure the welfare and safeguarding of pupils across the whole school through rigorous application of the school child protection, behaviour management and pupil well-being policies.
* Promote excellent standards of pupil safety and positive behaviour through application of Team Teach principles.
* Ensure that pupils with health and medical needs have their needs safely met in line with school, local and national policy.

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.**

**You will be required to attend meetings outside of school working hours to support school governance and other school functions.**