**Assistant Headteacher Job Description**

**Job title: Assistant Headteacher**

**Responsible to: The Headteacher, Local Governing Body, Propeller Academy Trust Directors**

**Salary Range: Leadership Scale L6-10**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher by agreement, to reflect or anticipate changes in the job, commensurate with salary and title. This job description will be reviewed as part of your performance management programme.

**Main Purpose:**

1. **Leading and managing staff**
   1. Support staff in order to maintain an ethos and culture which reinforces the Kingfisher View
   2. Share with the Leadership Team the responsibility for supporting and promoting the well-being of all staff
   3. Have the ability to effectively support and challenge staff
   4. Ensure that there is clear delegation of tasks and devolution of responsibilities amongst the staff
   5. Manage and monitor the use of staff and resources effectively and efficiently, supporting the management of staff cover and work with relevant agencies
   6. Sharing of expertise ensuring the implementation of statutory and local frameworks for staff appraisal and performance management
   7. Ensure that professional duties are fulfilled, as specified in the most recent Terms and Conditions of Service of Teachers, in line with teaching standards (2011)
2. **Strategic Direction of Kingfisher School**
   1. Work closely with the Senior Leadership Team in developing the strategic vision of the school and ensure the vision of the school is communicated and clarified to all stakeholders
   2. Contribute to the School Development Plan and Self-Evaluation Form to ensure that the aims, values and objectives of Kingfisher School are met
   3. Provide information, objective advice and support to the Senior Leadership Team to secure effective teaching and learning, ensuring improved standards of achievement, efficiency and value for money are met
   4. Monitor, evaluate and review the impact of school policies, priorities and targets, taking or advising action when necessary

**Teaching and Learning**

* 1. Promote, develop and ensure high quality delivery of a curriculum appropriate to the needs of the pupils at Kingfisher School including coaching of teachers across the school to improve their practice where necessary
  2. Work with the Senior Leadership Team to create and maintain environments which promote and secure good teaching, effective learning, high standards of achievement and good behaviour for learning throughout the school
  3. Take a whole school responsibility for developing and promoting teaching and learning for pupils with specific SEND (e.g. PMLD/SLD/ASC)
  4. Support assessment, monitoring and evaluation in order to identify and act on areas for improvement
  5. Work with the Senior Leadership Team to analyse the school’s data to make whole school improvements to teaching and learning; ensure consistent practice across school and be able to identify areas of CPD
  6. Undertake teaching duties to cover teachers where necessary providing a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement

1. **Community**
   1. Be a Designated Lead Professional for Safeguarding
   2. Support teachers in meetings with parents and outside agencies
   3. Liaise with Fitzwaryn School to develop inclusive teaching and learning opportunities for pupils and staff from both schools and further develop positive relationships between our two schools
   4. Develop links and partnerships with other local special schools and mainstream schools to enhance and share good practice
   5. Work with the Leadership Team to develop a school culture which continues to promote equality and diversity and reflects its wider community
   6. Work collaboratively with Multi-Disciplinary Teams and other professionals to maximise their input and impact with pupils
   7. Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
   8. Work in partnership with the Governing Body, attending meetings to represent Kingfisher School as directed by the Headteacher
2. **General**
   1. To keep abreast of new developments within the field of education and SEN and respond to any legislation affecting the education or statutory assessment of pupils
   2. The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities

The responsibilities within this job description may change to reflect the needs of the children and young people within Kingfisher School as outlined in the primary purpose of the role. This will be carried out in consultation with the post holder.