

King Athelstan Primary School

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Headteacher: Emily Newton

ASSISTANT HEAD TEACHER

JOB DESCRIPTION

With strategic responsibility for all aspects of Inclusion (including SEND, EAL, EMA, CAN, Pupil Premium, Safeguarding) and Pastoral Care across the school

MAIN PURPOSE OF THE ROLE

To work as a member of the Senior Leadership Team to lead the school effectively, improve standards of learning and teaching, and improve outcomes for all pupils. To champion and drive improvement for pupils who fall into Inclusion categories.

IMPORTANT RELATIONSHIPS:

- Children, Parents and Carers including the Parents, Carers and School Association
- Members of the teaching and support staff including voluntary and contract staff both at King Athelstan Primary and at other schools within the Cluster and Local Authority
- Key stakeholders e.g. governors, members of the local community, Children's Centre and Extended School Provision
- Achieving for Children (AfC) team (Local Authority Kingston & Richmond Partnership) and Local Authority staff
- The school's School Improvement Partner
- Professionals from other agencies such as Health, Social Care and Children's Services

RESPONSIBILITIES

GENERAL

As a member of the Leadership Team you will be expected to:

- Offer an excellent and professional model of classroom teaching, setting and maintaining high standards of work and behaviour in and out of the classroom as an example for others
- Enable all pupils to develop their abilities and personalities, irrespective of race, gender, ethnic origin, disability, sexual orientation and social class
- Ensure that everyone in the school community is committed to the school's aspirational goals and ambitions and strives to achieve them

Accountability as Assistant Headteacher

- Strategic Vision for Inclusion
- Line Management of Inclusion team and TAs
- Organisation and timetabling for Inclusion support
- Assessment and monitoring of Inclusion Groups including management and analysis of Inclusion data
- Quality of learning and teaching of Inclusion Groups
- Additional Needs and Inter agency liaison
- Child Protection and Safeguarding
- Children's Centre Inclusion liaison
- Pupil Induction
- Performance Management - TAs and Inclusion staff
- Pastoral Care

You will be expected to:

- Identify children in Inclusion groups and ensure registers and provision maps are kept up to date
- Ensure provision meets the needs of all children
- Plan, lead and monitor all aspects of Inclusion
- Address aspects of Inclusion that are the focus of the School Development Plan
- Contribute to the SEF and school policies and procedures
- Report to stakeholders as required

- Deliver INSET as required including Safeguarding training
- Provide information to the Children's Centre team to target groups appropriately
- Disseminate information to staff
- Mentor and support staff including students and NQTs if required
- Lead pupil induction procedures
- Attend AfC or LA meetings relating to Inclusion
- Promote all aspects of Inclusion in the school for example through displays
- Monitor impact of provision

Leading Others

- Lead the staff team in aspects of learning and teaching in Inclusion ensuring continuity, progression and embedding of school policy and procedures
- Develop and maintain high quality learning and teaching in all aspects of Inclusion across the school and ensure that this is consistent and embedded in each class
- Meet with and support class teachers to identify strategies and training needs to maintain and develop high quality provision and attainment for all aspects of Inclusion in all classes
- Lead progress meetings with the DHT half termly
- Ensure the implementation of the school's agreed Inclusion policy throughout the school
- Monitor learning and teaching of all aspects of Inclusion through classroom observation, learning walks, work sampling, talking to children & data analysis to identify good practice to share and areas for development
- Ensure staff are confident with the planning and delivery of differentiation of the curriculum for all inclusion groups, provide constructive guidance and support them so that provision matches the needs of all children
- Direct TAs support in response to analysis of data
- Oversee intervention programmes, or other 'booster' strategies for the children in Inclusion groups and ensure that the impact of those programmes is monitored
- Ensure that the pace of progress, levels of attainment, continuity and progression for Inclusion groups are in line with expectations
- Drive progress for all by ensuring that staff are confident with Quality First Teaching and Inclusion groups are well supported in class

Additional Needs and Child Protection

- Maintain records for children with additional needs
- Signpost/refer children and /or families to services to improve outcomes including referrals to the Single Point of Access (SPA - Kingston's Children's Services)
- Liaise with the SPA team and Social Care teams to ensure information is shared and recorded in line with the Child Protection Policy and school protocols
- Liaise with professionals from other agencies including the voluntary sector to ensure families are well supported and that information is shared appropriately
- Attend child protection conferences, core group and multi-agency meetings etc as the school representative as necessary
- Liaise with other schools to ensure information is received and passed on when children join or leave the school
- Hold a range of cases as the lead professional/named person and report to regular external and internal Safeguarding meetings
- Regularly update the Headteacher on cases and inform the Headteacher immediately of significant developments
- To carry out any other duties as the headteacher may reasonably direct.

These duties may be varied to meet the changing demands of the school and/or the developing career aspirations of the teacher. Any amendments will be subject to consultation between the Headteacher and the postholder.

The Royal Borough of Kingston upon Thames is an equal opportunities employer. This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Nov 2017