**Assistant Headteacher Inclusion Lead**

**Job Description**

**Leadership spine 5 – 9**

**The Assistant Head Teachers will play a major role in translating into practice and promoting the Catholicity of the school’s purpose, values and principles - to be an example of the school’s Vision, aims and policies in action.**

**Post Status**

This is a senior post within the school’s staffing structure, which carries with it membership of the Leadership Team and a part time teaching commitment. The post holder is accountable to the Headteacher. The post holder will be required to deputise for the Headteacher in their absence.

As Assistant Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers’ Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher.

This job description may be amended at any time, following consultation between the Headteacher and member of staff and will be reviewed annually.

**Job Purpose:**

* Undertake the lead role within the inclusion team
* Secure academic achievement, personal development and a sense of value and well-being for all children and enable them to achieve the highest they possibly can
* Lead on developing excellent behaviours for learning
* Lead on securing necessary provision and support to enable all pupils to access the curriculum

The post will require you to work in partnership with the Headteacher, Governors and staff to ensure the continuous improvement of our school.

**Reporting to:**

* The post holder is responsible to the Headteacher in all matters.
* The post holder is also expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the school’s vision and values.
* The post holder will be expected to network and liaise across the range of external providers, schools, community and co-ordinator networks, to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching.

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| **Qualities and Knowledge** | * Articulate and promote the school’s vision and ethos, promoting the school’s aims * Set high expectations of your own performance and that of others; displaying a high standard of professional behaviour and integrity at all times * Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards all stakeholders * Have an upto date knowledge and understanding of current educational research and * Engage in relevant continued professional development activity; undertake qualifications specific to the role of inclusion lead * Support the headteacher and governors in in the formulation and review of the aims and objectives of the school, and in establishing the policies and procedures through which they will be monitored and achieved * Promote a culture of inclusion within the school community where all views are valued and taken account of |
| **Pupils and Staff** | * Promote the active involvement of pupils in their own learning across the school * Coach and develop staff to maximise impact on effective teaching and learning, with a particular focus upon reducing barriers to learning * Exemplify and share best practice across the school; contribute to the development of collaborative approaches to learning within the school and beyond * Support staff in understanding their own accountability, and develop approaches to its review and evaluation * Through liaison and guidance, work closely with curriculum leaders to ensure the best learning opportunities for children * Address the needs of all pupils through the development and enhancement of a broad and rich curriculum * Provide pupils with opportunities to enhance their learning within the wider community * Foster the development of a positive and supportive ethos for academic and social, moral, spiritual and cultural learning |
| **Systems and processes** | * Take a lead role in ensuring a safe, calm environment for pupils and staff, focused on safeguarding pupils and developing exemplary behaviour * In partnership with the Headteacher, collate, interpret and analyse whole school data; make appropriate recommendations for actions to raise attainment and achievement; support the implementation and monitoring and evaluation of these actions * Contribute to target setting; setting targets for individuals and groups throughout the school * Monitor and evaluate the quality of teaching, learning and assessment across the school * Work alongside the Headteacher to secure improvement through Performance Management; take responsibility for the performance management of identified staff * Contribute to the reporting of the performance of the school to parents, carers, Governors and other key partners as necessary |
| **The self-improving school system** | * Play a leading role in the school improvement planning process, through agreed priorities * Contribute to the school’s self-evaluation process, including devising and monitoring action plans and other policy development * Contribute to planning process for and regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money * Manage the day to day activities of the delegated areas of responsibility to ensure the school operates in a highly effective and efficient manner * Lead, manage and organise meetings as appropriate with external partners agencies |
| **Strengthening Community** | * Contribute to the development of the school within the community; strengthening partnerships with the parish and wider community, other schools, and agencies * Contribute to policies and practices which promote equality of opportunity and tackle prejudice * Promote and model excellent relationships with parents, based on   involving parents as true partners, to support and improve pupils’ achievement |