**Post title:** Assistant Headteacher - Inclusion

**School:** Horsenden Primary School

**Pay range:** L13-18

**Line manager:** The Headteacher and governing board **Responsibilities:** Teachers andSpecialist support staff

**Main purpose of the job**

* Carry out the duties of this post in line with the remit outlined in the current *School Teachers’ Pay and Conditions Document* including the conditions of employment for assistant headteachersand the school’s own policy
* Under the overall direction of the headteacher play a major role:
* in helping to formulate the aims, objectives of the school and establishing the policies through which they are to be achieved
* being responsible for standards and the curriculum, including monitoring pupil progress
* proactively managing staff and resources
* Take on responsibilities of the headteacher as agreed and appropriate in the absence of the headteacher and deputy headteacher
* Take responsibility for Inclusion across the school by working with the SENCo and overseeing the development and progress of all significant pupil groups
* Carry out the professional duties of a teacher as required
* Be the designated Safeguarding Lead for the school, take responsibility for child protection and for safeguarding and ensuring welfare of children and others within the school

**­­­­­­­­­­­­­­­­­­­­­­­­­­­Duties and responsibilities**

## Shaping the future

* Support the headteacher and governors in establishing an ambitious vision and maintaining a positive school ethos for the future of the school
* Lead by example to inspire, motivate and develop self and others
* Play a leading role in school improvement: policy development, school self-evaluation, improvement planning and implementation of agreed action plans
* Be a proactive and effective member of the senior leadership team and support the headteacher in managing change
* Promote a culture of inclusion within the school community and ensure that the views of all stakeholders are valued and taken into account

**Leading teaching and learning**

* Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations of what every pupil and member of staff can achieve. Ensure the active involvement of pupils and staff in their own learning
* Raise standards and expectations through carrying out staff appraisal, training and professional development, through coaching and mentoring, supporting staff, especially those within your phase, to improve the quality of teaching and learning
* Lead the development and review of agreed aspects of the curriculum, including planning, assessment and the development of a creative curriculum, tailored to pupils’ needs and interests
* With the senior leadership team, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
* Work in partnership with the senior leadership team in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
* Support the senior leadership team in analysing data, target setting, monitoring and evaluating teaching and learning to ensure consistently high standards
* Lead by example to ensure the active involvement of staff and pupils in their own learning
* Ensure that statutory assessments are carried out robustly and that processes to moderate judgements are rigorous

**Developing self and others**

* Be an excellent role model for staff and pupils by keeping well-informed about developments to work in your subject/phase, being reflective and seeking feedback about your overall performance and teaching, and by demonstrating a desire for continual improvement
* Undergo training to develop and maintain the knowledge and skills required to carry out the role including specifically with regards to keeping up to date with developments in safeguarding
* Support the development of collaborative approaches to learning within the school and beyond
* Work with the senior leadership team to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school development plan and identified appraisal
* Support the induction of NQTs, new staff and students and, take responsibility for students on teaching practice or work experience, as appropriate
* Participate in selection and appointment of teaching and support staff as appropriate including overseeing the work of supply staff/trainees/volunteers in the school

# Managing the organisation

* Be a proactive and effective member of the senior leadership team
* Lead regular reviews of school systems to ensure statutory requirements are being met and improved on where appropriate
* Contribute to the effective dissemination of information, good communication and the smooth running of the school on a day-to-day basis
* As appropriate and under the leadership of the headteacher, undertake activities related to professional and personnel/HR issues e.g. sickness absence, disciplinary, capability
* Maintain a consistent approach to ensuring high standards of behaviour, attendance and punctuality across the school

### Securing accountability

* Support the Governing Body in fulfilling their responsibilities with regard to the school’s performance. Attend Governing Board meetings as appropriate to provide reports and information
* Contribute to the reporting of the school’s performance to the school’s community and partners
* Play a key role as the Designated Safeguarding Leader and in ensuring the health, safety and welfare of pupils and staff
* Ensure effective induction of pupils new to the school and good transition to secondary school

### Strengthening community

* Assist the senior leadership team in implementing policies and practice, which ensure inclusion, equality and promote the extended services that the school offers
* Attend, and where appropriate organise and conduct meetings with parents, carers and outside agencies to ensure positive outcomes for all parties
* Strengthen partnership and community working by fostering positive relationships with external agencies, parents, the community and colleagues in other schools

**Working Time / Review**

This job description sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties, but does not direct the particular amount of time to be spent carrying them out. There are not definitive working time arrangements in the national conditions of employment. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

**Other Duties and Responsibilities:**

Undertake any other reasonable professional task as directed by the Headteacher.

**Signature of post holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / /**

# Signature of headteacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / /

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