

JOB DESCRIPTION – ASSISTANT HEADTEACHER

MARCH 2019



The post holder will be a member of the Senior Leadership Team and report directly to the 'Head of School', assisting them with the management and organisation of the Campus. The post holder will take responsibility for the leadership, internal organisation, management and control of certain aspects of the provision within the Campus structure, as defined by the Head of School. This will include leading a team of staff within the provision, catering for pupils who have a range of complex special needs. The 'Assistant Headteacher' will work with the 'Head of School', other leaders and external agencies to ensure positive outcomes for the young people.

PRINCIPLE RESPONSIBILITIES:

- To be responsible for the day-to-day management and organisation of the provision within the Campus structure.
- To develop the positive ethos and values of the school.
- To lead and manage specific areas of school improvement as directed by the Head of School.
- To ensure high standards in all aspects of the school's work, specifically within the area of agreed remit and to ensure that staff operate in a climate of high expectation of pupil achievement.
- To be proactive in monitoring pupil attendance in line with school policy, contacting parents and other agencies as appropriate.
- To maintain a high standard of safeguarding practice for the provision, liaising with the DSL and in line with school policy.
- To carry out appraisal, training, development and induction for staff based at the provision and to participate in the selection and appointment of the teaching and support staff (as required), acting as the direct line manager for the teachers and support staff (at the provision).
- To carry out the professional duties of a teacher as set out in the current edition of the School Teacher's Pay and Conditions Document.

AS A TEACHER:

- To ensure that an appropriate broad, balanced and relevant curriculum is provided, taking account of individual needs and curriculum entitlement.
- To set personalised targets for students and plan weekly in accordance with national and school curriculum policies and in co-operation with the multidisciplinary team, to ensure that students experience a relevant and stimulating life-skills focused curriculum



- To ensure a close match between the learning experiences offered and the individual needs of the students in the class, so as to give each student an opportunity to achieve to the maximum of his/her capability.
- To effectively manage and develop all support staff within the class in the best interest of the pupils.
- To provide clear, structured lessons, maintaining pace and challenge.
- To use a variety of teaching strategies, taking into account the different learning styles of learners, ensuring high levels of pupil interest and promoting communication and independence.
- To set high expectations for pupils' behaviour and use effective strategies to promote positive behaviour.
- To ensure that the majority of students' work is closely linked to first-hand practical experience and provide opportunities to practise these skills in real-life contexts.
- To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and ensuring displays effectively support student learning.
- To foster each student's self-image and esteem and establish relationships which are based on mutual respect, ensuring every student has a voice.
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
- As a team leader, to ensure effective working relationships internally across all staff and with external agencies and services.
- To assess student's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
- To develop supportive relationships with the families of students in the class and communicate and consult with parents and carers regularly.
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice
- To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.



GENERIC REQUIREMENTS:

- To undertake any reasonable duty at the request and discretion of the Head of School.
- The post holder will be expected to comply with West Lea's Schools policies and procedures at all times. These include, but are not limited to child protection, equal opportunities, data protection and health and safety.
- In order to do their job, the post holder will be trained and coached in the relevant procedures and policies of West Lea School. They will be expected to familiarise themselves with the school and policies and to seek advice and guidance from the line manager if required.
- The key tasks listed above are only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Any changes will be made following discussion with the post holder.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

