



Birkbeck Primary School

Job Description

Post Title	Assistant Head Teacher including Pastoral / Inclusion Lead
Grade	Leadership Salary Range L5 – L10 (Outer London)
Contract	Permanent
Responsible to	Head Teacher, Deputy Head Teacher, Governing Body and the Local Authority

Job Purpose:

In addition to carrying out the professional duties of a teacher as stated in the current School Teachers Pay & Conditions document the Assistant Head Teacher, under the direction of the Deputy and Head Teacher, will

- Work as part of the school's leadership team to provide professional leadership and management to the school.
- Be responsible for ensuring and supporting the educational success of the school.
- To achieve success for all members of the school community within a culture of continuous innovation rigorous review, the Assistant Head Teacher will shape the schools future by vision, leadership and direction and promote excellence, equality and high expectations of all children in both academic and wider curricular achievements.
- Continuously explore modern technologies and education initiatives to create a safe and productive learning environment that is engaging and fulfilling for all children and staff.
- To deploy resources effectively to assist in achieving Birkbeck Primary School's aims and to support and develop its distinctive ethos.
- Champion the needs of vulnerable and disadvantaged children.
- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

General Duties:

- Whole School responsibility.
- Lead the day to day operation of the school's inclusion policy.
- To carry out all duties of a school teacher as set out in the current School Teachers' Pay and Conditions document, the Professional Teachers Standards and school policies.

Key Accountabilities:

Key responsibilities as a member of the Headship Team:

- To support and promote the school's ethos, aims and core values in order to promote the welfare, progress and continued development of the school and it's children
- As part of the Headship Team monitor the quality of teaching and learning across the school, including the analysis of performance data

- To contribute to the strategic direction and development of the school, including updating the school's Self-Evaluation Form and the development, implementation and monitoring of school improvement plans based on school self-evaluation
- To be a member of the Child Protection Team, liaise with outside agencies as and when necessary. To share corporate responsibility for the safeguarding, wellbeing and discipline of all children by implementing agreed school policies.
- To ensure high standards of teaching and learning
- To ensure high standards of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards
- To ensure high standards of attendance and punctuality from pupils, in accordance with agreed school policy and practice
- To support the induction of newly qualified teachers, supply teachers, support staff and student teachers as necessary
- Take an active role in recruitment of staff, as required
- To identify Continuing Professional Development needs of staff and lead Inset as necessary
- To establish priorities for expenditure and monitor the effectiveness of spending and usage of resources
- To work with and report to all stakeholders including parents/carers, PTA and governors, as appropriate
- To take on specific tasks related to the day-to-day administration and organisation of the school as requested by the Head Teacher and Deputy Head Teacher
- To carry out SLT duties and cover the responsibilities of the Deputy Head Teacher as appropriate
- Assume responsibility for the management of the school in the absence of the Head Teacher and the Deputy Head Teacher
- Contribute to the development of the school as a community within the community; strengthening partnerships with families, neighbours, our local and wider community, other schools, services and the local authority
- To take on additional responsibilities which might arise from time to time

Leading and Managing Staff

- Responsibility to lead and line manage a team of dedicated colleagues, including the Teaching Assistants, ensuring that they are deployed in the most effective manner.
- Responsible for the induction and performance management of dedicated staff and Teaching Assistants.
- To ensure that all members of staff recognise and fulfil their statutory responsibilities to pupils with SEN.

Teaching, Learning and Assessment

- To support the identification of and disseminate the most effective teaching approaches for pupils with SEN.
- Work with colleagues to develop effective ways of bridging barriers to learning.
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.
- Work with colleagues to ensure all pupils learning is of equal importance and that there are realistic expectations of pupils.
- To ensure that assessment concessions for pupils with SEN are carried out and implemented.

Monitoring, Assessment, Planning and Tracking



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- To assist in the identification of pupils' Special Educational needs through observation in the classroom, individual screening, and assessment of reports.
- To oversee the writing and regular review and updating of Education Health Care Plans (EHCP) and review records etc.
- To liaise with external agencies in regard to particular pupils to ensure that the school is providing appropriate support for the child.
- To liaise with classroom teachers concerning the needs and progress of individual pupils and to provide advice as appropriate about teaching strategies to assist particular pupils.
- To interpret the recommendations of Educational Psychologist, Speech, Language & Communication therapist, and other reports and to disseminate them so that they are effectively implemented in the classroom.
- To use data generated by school assessments effectively to inform future pupil progress.

Communication and Reporting

- To liaise with parents and carers concerning pupil progress and concerns, and concerning updates to the EHCP, and to be proactive in communication about these issues.
- To make recommendations to parents concerning the use of external agencies for identifying SEN Professional Knowledge and Development.
- To maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and of the school's curriculum and policies.
- To write policies relating to SEND provision.
- To participate in INSET provided by the School and where appropriate to lead INSET on SEND issues.
- To Support annual reviews and attend / chair when necessary.
- To liaise with other SENCOs and work within the community.

The SENCO will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Head Teacher.

- To carry out SLT duties and cover the responsibilities of the Deputy Head Teacher as appropriate
- Assume responsibility for the management of the school in the absence of the Head Teacher and the Deputy Head Teacher
- Contribute to the development of the school as a community within the community; strengthening partnerships with families, neighbours, our local and wider community, other schools, services and the local authority
- To take on additional responsibilities which might arise from time to time

	Signed by:	Name:	Date:
Postholder:			
Head Teacher:			

