

JOB DESCRIPTION

Linwood School

Post Title: ASSISTANT HEADTEACHER

Reporting to: Executive Headteacher

Grade: Leadership Range Points 12-16

The responsibilities specified in the following job description are in accordance with those specified in the School Teacher's Pay and Conditions Document, which an Assistant Headteacher is required to perform.

1. Job Purpose & Objectives

To play a leading role in the strategic, operational and policy development for children and young people with SEND.

To be a member of the Senior Leadership Team.

This is a non-classroom-based post.

2. Main Duties & Responsibilities

The post holder will assume all the duties associated with those set out for a teacher and in addition will be accountable for the additional tasks associated with the role of Assistant Headteacher as part of the Senior Leadership Team.

3. Teaching

- Be responsible for the education and welfare of designated classes/groups of children and young people.
- Plan, prepare and deliver learning opportunities for designated classes/groups/individuals as required, according to their educational needs.
- Assess, mark, provide feedback, record and report on the development, progress and attainment of children and young people.
- Implement a range of appropriate differentiated strategies to support children and young peoples' learning, progress and achievement.
- Teach lessons to a standard of good or outstanding.

Other Professional Requirements

- Work in line with the school's Staff Code of Conduct.

- Actively support the work of Linwood Training, Support and Advice.
- Promote the general progress and well-being of children and young people within assigned classes/groups.
- Have a duty of care to all children and young people throughout the school.
- Support children and young peoples' health and well-being in line with Linwood School's policies, keeping reports and records.
- Assist in the supervision of children and young people.
- Attend and lead acts of school collective worship.
- Work collaboratively with colleagues from other agencies to advise, implement and develop strategies to support personalising learning.
- Develop reflective practice to improve teaching and learning.
- Participate in the appraisal scheme as operated by the school and assume the role of an appraiser.
- Perform duties as may be reasonably assigned to you by the Executive Headteacher.

Assessments and Reports

- Provide or contribute to oral and written assessments, reports and references relating to individual children and young people.

Professional Development

- Complete the school's induction programme.
- Participate in further training and professional development.
- Update own skills and knowledge of current educational theory and practice and share and cascade to colleagues.
 - Be proactive in seeking out opportunities to develop your own practice in line with new initiatives and evolving requirements of the role.
- Adapt and adopt new initiatives to meet the needs of children and young people within the school as appropriate.

Behaviour Management, Health and Safety

- Promote positive behaviour for all children and young people in the school.

- Support with the writing of Behaviour Management Guidelines in conjunction with the class teacher and Behaviour Leader.
- Follow school policy for reporting both positive and negative behaviour.
- Follow Safeguarding and Health and Safety policies to promote the safety of all members of the school community.

Staff Meetings

- Participate in staff meetings and lead meetings where appropriate as directed by the Executive Headteacher.
- Liaise with phase leaders across the school to ensure meeting schedules align.

Administration

- Participate in administrative and organisational tasks related to the teaching and learning of the children and young people.
- Complete registers twice a day in line with school policy.

Supervisory/Managerial Responsibilities

- Be responsible for the management and direction of teaching assistants.
- Support with the induction process for teaching assistants/teachers.
- Support with the placement of trainee teachers.
- Support with the placement of volunteers and students on work experience.

Communications/Contacts

- Communicate and consult with parents/carers.
- Communicate and liaise with representatives from external agencies.
- Attend and contribute to meetings at all levels.
- Foster links within the local community.

Entitlement

The Executive Headteacher and Governing Board are fully committed to ensuring the professional effectiveness of teachers and school leaders and therefore provide

- An induction programme
- Support for professional development opportunities
- Appraisal and performance management

Leadership responsibility

- To work in collaboration with other members of the School senior leadership team.
- Monitor, evaluate and revise policies relevant to area/s of responsibility.
- Support teachers to develop planning and delivery to promote potential learning outcomes, progress and achievement.
- Monitor a range of planning and provide constructive feedback outlining strengths and areas for development.
- Monitor, evaluate and review Progress Files.
- Monitor and analyse assessment data, at individual and phase level to identify trends in progress and attainment.
- Write, implement and review an action plan/s for areas of responsibility as part of the School Development and Improvement Plan.
- Provide reports for the Governors' Learning and Achievement Committee as required.
- Attend networks/working parties/conferences and disseminate information to colleagues as appropriate.
- Promote high expectations and levels of challenge.
- Complete lesson observations and learning walks and provide constructive feedback to further improve teaching and learning.
- Identify and promote inclusive, innovative and creative teaching strategies across the school for children and young people with SEND.
- Identify priorities for professional development and implement in line with CPD policy and practice.
- Promote the development of a total communication approach.
- To set agendas for phase meetings in liaison with other Learning Leaders and Chair meetings as required.