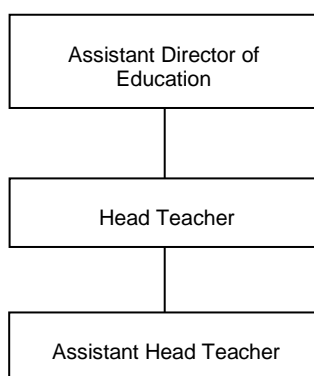


**JOB DESCRIPTION**

POST TITLE: Assistant Head Teacher

RESPONSIBLE TO: Head Teacher

ACCOUNTABLE TO: Assistant Director of Education

**Key Responsibilities**

To assist the Head Teacher in the daily running of the school as required.

To assist in maintaining a broad and balanced functional, vocational and sensory-based curriculum that will equip the pupils with skills for life and enable them to achieve to their highest potential.

To take a leading role in the monitoring of assessment and pupil progress data

To assist in the design, planning and implementation of the curriculum

To assist with staff development and performance management processes, such as performance development reviews

To make a significant contribution to the processes involved in deciding the strategic direction of the school

Core duties and responsibilities.

1. Play an active role in the day-to-day organisation of the school, including the deployment of education and residential support staff to best advantage to ensure appropriate staffing levels in each class, maintaining attendance registers and chairing school meetings.
2. Teacher induction and mentoring: ensuring that new members of staff receive an effective period of induction, helping them identify any training needs; and that existing teachers continue to be mentored.
3. Assist the Head Teacher in the performance management of staff: undertake regular staff supports, complete 'return to work interviews', assist with classroom observations and help conduct teacher appraisals as required using the PDR format.
4. Help monitor the quality and content of pupils' individual learning programmes.
5. Represent the school at LAC reviews and present an accurate verbal accounts of pupil progress. Help complete PEP paperwork.
6. Assist the Head Teacher in the preparation and checking of a proportion of education reports, and chair an appropriate number of Annual Review of Statement / EHCP meetings.
7. Help to manage the curriculum by writing and monitoring termly schemes of work, teacher planning for individual pupils and other overarching curriculum documents
8. Take a lead role in assessment of pupils across the school including analysis of MAPP and TEST, and working closely with teachers and the therapy team.
9. Assist in developing the school training plan, and where appropriate, to lead school training sessions.
10. With the Head Teacher, play an active role in school recruitment
11. To take a lead role in Curriculum Review and Development
12. With the Head Teacher, represent the school at reviews, meetings, conferences and exhibition.
13. Innovation and self-evaluation: playing a key role in the strategic development of the school through innovation and the self-evaluation and school improvement and development processes.
14. Assisting in the line management and co-ordination of the therapy teams as appropriate.

15. Identify personal training needs and attend appropriate training to develop relevant knowledge, techniques and skills.
16. Adhere to the Employee Handbook and all Company policies and procedures; particularly those relating to Health & Safety and safeguarding the welfare of pupils / residents.
17. Carry out any other duties as assigned by management, including teacher cover or direct mentoring support where required.

(Please detach this page)

I hereby sign in receipt of my Job Description for the post of Assistant Head Teacher

Signed: _____

Name: _____

Date: _____