**Assistant Head teacher Job Description**

Designation: Assistant Head teacher

Based: Downs View School - Woodingdean

Reporting to: Executive Head teacher and Deputy Head teacher

Grade: Salary Leadership Pay Spine L9 - 12

This post is part time – 3 days to be decided but to include a Wednesday.

# Summary

To work with the Executive Head teacher and Deputy Head teacher in all aspects of leadership and management and to take responsibility for managing and developing Primary learning and teaching, curriculum, assessment and safeguarding.

# General Responsibilities

To take a central role in assisting the Executive Head teacher, Deputy Head teacher, and Governing Body to develop Downs View school in accordance with its shared values and our school development plans, procedures, policies and distinctive approaches as determined by the Head.

The Assistant Head teacher will be an outstanding practitioner with experience in working with pupils with SEND, an experienced curriculum and team leader, a leader in assessing pupils’ progress and a key person in the senior leadership team.

The functions and specific responsibilities below are to be undertaken in conjunction with the duties of an Assistant Head teacher as defined in the most recent Teachers’ *Pay and Conditions Document*.

# Specific Responsibilities

The Assistant Head teacher will be non-class based. They will ensure that all teaching demonstrates best practice, develops relationships, supports training and development and ensures quality SEND teaching and thus ensuring the smooth running of the school.

The Assistant Head teacher will take lead responsibility for ensuring the best possible curriculum offer, provision, well-being, progress and achievement for all children especially through enrichment, creative learning, partnerships and collaboration.

The Assistant Head teacher will be a model professional setting an excellent example to teaching and support staff. They will actively and demonstrably promote excellent SEND practice and implement agreed school policies.

The Assistant Head teacher will lead by example by positively encouraging and supporting all members of staff. The Assistant Head teacher will work to ensure that the school offers a high quality, exciting, engaging, well resourced, differentiated and well matched curriculum for all pupils that fully meets their needs.

*In particular, the Assistant Head teacher will be required to:*

Leadership and Management:

1. Work in very close partnership with and support the Executive Head teacher and Deputy Head teacher in the effective day to day management of the school and school community including:

* recruiting and inducting staff
* EHCP review meetings
* leading assemblies and staff meetings/training
* hosting and organising whole school events such as progress evenings and responding to the needs of pupils, staff, parents and governors

1. Work with the Executive Head teacher and Deputy Head teacher, staff and governors in the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards and quality of provision supporting school governance by attending meetings where appropriate and ensuring that all governors are able to play an active and informed part in school management and development.

1. Work with the whole staff to develop a strong learning environment that has at its centre high expectations for pupils with SEND for academic achievement, life skills and behaviour. This will include appraisal for all staff.

1. Work with the Executive Head teacher and Deputy Head teacher in the school’s target setting processes by taking a major role in assessment.

1. The Assistant Head teacher will be responsible for collating evidence for specific sections of the school’s Self Evaluation Form especially those relating to standards and attainment.

1. Provide leadership in the development and management of the Primary curriculum ensuring the creation and maintenance of high quality and stimulating learning environments.

1. Work with the Deputy Head in the line management of classroom based personnel including timetabling and managing and developing roles to ensure the provision of high quality children’s progress, achievement, well-being and good behaviour.

1. With the Deputy Head teacher, share responsibility for the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/ students working in classrooms and throughout the school ensuring all safeguarding requirements are met and that their work in school supports the SEND needs and well-being of all children

1. Work with the leadership team in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards

1. Ensure that there is a safe, secure and effective environment for all pupils and staff. With the Executive Head teacher and Deputy Head teacher, be aware of Health and Safety regulations, carry out regular risk assessments and keep the school’s Health and Safety policy at all times current, under review and accessible to and used by all staff.

1. Lead on safeguarding for Primary pupils to include coordinating and attending relevant meetings.

# Teaching and Learning

1. Determine, organise and implement a diverse, flexible curriculum that supports best SEND practice.

1. Ensure that learning is at the centre of strategic planning and resource management and lead and support the teaching and learning of all children within the school providing and promoting models of excellent classroom practice.

1. Using the schools assessment system, ‘Onwards and Upwards’ ensure the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement across Primary. This will include agreeing and articulating high expectations and setting stretching targets for the whole community

1. Monitor the effectiveness of teaching and learning through observation, learning walks and appraisal.

1. Liaise with our partnership and local schools, other service providers and community resources to enrich and expand our provision and secure partnerships, collaborations, enrichment opportunities and expertise which bring benefits to all children and our school community

# Strengthening Community

1. Develop and enhance parental partnerships across the school, support parents and develop opportunities for parents to become more involved in the school community.

1. 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

1. Seek opportunities to invite parents and other organisations into the school to enhance and enrich the school and its value to the wider community. Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives

1. Contribute to policies and practices which promote equality of opportunity and tackle prejudice

and discrimination, support staff well-being and work-life balance and help to ensure we provide access to opportunities for growth, achievement and success for all pupils and staff.

# Other duties and responsibilities

Any other duties that the Executive Head teacher may from time to time ask the post holder to perform.