

Assistant Head Teacher Job Description

Post: Assistant Head Teacher Salary range L1 to L5

Responsible to: Head Teacher

Job purpose:

- To support the Head Teacher in the strategic development of the school
- To be responsible for the management of the curriculum and lead on the development of teaching and learning across the school.
- To support the Head Teacher in ensuring that the school's core objectives are achieved.
- To support all aspects of administration, management and control of the school in the absence of the Head Teacher and Deputy Head Teacher.
- To participate in appropriate meetings with colleagues, parents and other agencies.
- To take any additional responsibilities, which might from time to time, be determined.
- To work with school partners to promote and support the school.

Responsible for:

- Developing a stimulating and challenging learning environment that secures effective learning and provides high standards of achievement, behaviour and discipline.
- Strategic Lead for Curriculum and Assessment or Strategic Lead for Pastoral/SENCO/PP and well-being
- Supporting the management of the school on a day to day basis, ensuring good behaviour from pupils and maintaining high standards of teaching from staff.
- Supporting the pastoral care of pupils within school promoting self discipline and good behaviour at all times in accordance with school policies.
- Liaising with SMT, class tutors, TAs and other support staff when necessary to ensure the smooth running of the school.
- Supporting the Head in developing links with parents and carers and managing students' transition.
- To carry out a fair share of supervisory duties and assemblies and if necessary, to stand in for colleagues within school.
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Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

Teaching and learning

- Take responsibility for the development and monitoring of the curriculum provision with class teachers and subject co-ordinators, other professionals and team members.

- Carry out teaching duties in accordance with the school's schemes of work and National Curriculum
- Prepare annual Curriculum Development Plans (CDP) which will inform and become part of the annual School Improvement Plan (SIP)
- Lead school staff in drawing up policy documents and agreeing schemes of work, in accordance with the statutory requirements of the National Curriculum, which will be subject to regular review.
- Monitor the quality of teaching throughout the school by means of regular classroom observation and professional dialogue with colleagues through their performance management.
- Prepare briefing papers for presentation to the curriculum committee of the Governing Body as required.
- Work with support staff.
- Set targets for student attainment levels.
- Set work for students absent from school.
- To ensure there are adequate resources including ICT

Assessing and reporting

- Record students' work
- Monitor pupil progress and the quality of pupil learning throughout the school by means of regular classroom observation, professional dialogue with colleagues through their performance management and sampling of work.
- Ensure pupils' work is assessed and records kept of progress in line with statutory requirements.
- Maintain lesson evaluations.
- Mark and return work within agreed time span, providing feedback and targets
- Monitoring the quality of teaching and children's achievement across the department and analyse performance data.
- Liaise with parents and attend consultation evenings
- Work within the Code of Practice relating to Special Educational Needs

Leadership and management

- Support and act as teacher in charge in the absence of the Head Of School Head and Executive Head.
- Develop positive working relationships with and between all pupils and staff.
- Support the Performance Management process and use the process to develop personal and professional effectiveness.

- Understand issues relating to the organisation, ordering and funding of resources and monitor effectiveness of expenditure, usage and organisation.
- Support and uphold the school's policies on behaviour, discipline and bullying
- To follow, and assist in the implementation and review of, all other school policies.
- Undertake responsibility for agreed subject areas.
- Manage the budgets for above through the Curriculum Development Plans.
- Advise the Headteacher of staff INSET needs for specified curriculum areas.
- Give guidance and support to colleagues in specified area of their work.
- Provide support to NQTs, teachers and LSAs during their induction period.

Standards and quality assurance

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open evenings and student performances.
- Uphold the school's behaviour code and uniform regulations.
- Participate in staff training.
- Attend team and staff meetings.
- Develop links with governors, LEAs and neighbouring schools and to work in partnership with a wide range of professionals.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<p>Qualified teacher status</p> <p>Evidence of effective teaching experience using innovative and creative teaching approaches</p>	<p>A qualification specific to SEN</p> <p>Evidence of teaching children with complex learning needs including specific interventions</p>
Knowledge (Knowledge, abilities, skills, experience)	<p>A thorough up to date knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively.</p> <p>Experience of working closely with parents and other partners to support children's learning and development.</p> <p>A sound knowledge and understanding of child development and how experience contributes to learning.</p> <p>Knowledge and understanding of how to monitor and record pupil progress effectively.</p> <p>Good personal ICT skills and a willingness and enthusiasm to make use of new technologies to support learning and development.</p> <p>Know the legal requirements, national policy and guidance on the safeguarding of children.</p>	<p>Thorough knowledge and understanding of the National Curriculum and assessment of children attaining below nationally expected levels</p> <p>Expertise and ability to develop a curriculum area across the school</p> <p>Experience of coordinating the work of a team of teaching assistants.</p>
Skills and Abilities	<p>Ability to prepare and plan effectively.</p> <p>Good organisational and record keeping skills.</p> <p>Ability to work well under pressure.</p> <p>Ability to develop good personal relationships within a team, making an effective contribution to team morale.</p>	
Work-related Personal Requirements	<p>Emotional honesty. Working in a special school is not for everyone and a natural affinity for our wonderful group of pupils is required.</p>	<p>Clear aspirations for your own professional development and career advancement</p> <p>A personal interest or skill area</p>

	Stamina, resilience and a very good sense of humour.	that you can deploy to the benefit of the school and our pupils.
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