

Assistant Head of School Job Description

Job Title: Assistant Head of School (SENCo and Phase Leader)
 Contract: Permanent full time
 Responsible to: Head of School, Deputy Head of School and the Local Governing Body
 Pay Grade: Leadership L6 – L10
 Start date: As soon as possible

Job purpose: To ensure outstanding student outcomes through exemplary teaching, learning and Assessment in years 1-6

Duties The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the CEO/Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Purpose:

- To assist the Headteacher in managing and leading the school as a member of the Leadership Team
- To lead on interventions to “narrow the gap” and ensure that all children make good progress
- To lead a Phase and core subject across the school
- To teach pupils in the 3– 11 age range (as required) in all aspects of the statutory and the agreed school curriculum

Key responsibilities as a member of the Leadership Team:

1. 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
2. As part of the Leadership Team monitor the quality of teaching and learning across the school, including the analysis of performance data
3. 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
4. To be a member of the Child Protection Team, liaise with the SENCo/Inclusion Manager and outside agencies as and when necessary. To share corporate responsibility for the safeguarding, wellbeing and discipline of all children by implementing agreed school policies.
5. To ensure high standards of teaching and learning, behaviour, attendance and punctuality from pupils, in accordance with agreed school policy and practice
6. To support the induction of newly qualified teachers, supply teachers, support staff and student teachers as necessary
7. Take an active role in recruitment of staff, as required
8. To identify Continuing Professional Development needs of staff and lead Inset as necessary
9. To establish priorities for expenditure and monitor the effectiveness of spending and usage of resources
10. To work with and report to all stakeholders including parents/carers, and governors, as appropriate
11. To take on specific tasks related to the day-to-day administration and organization of the school as requested by the Headteacher and Deputy Headteacher
12. To carry out SLT duties and cover the responsibilities of the Deputy Headteacher as appropriate
13. To take on additional responsibilities which might arise from time to time

Key responsibilities and duties to lead on interventions to “narrow the gap”

1. As part of the Leadership Team to take responsibility for Assessment and Raising Achievement, tracking pupil progress carefully using assessment data to impact on achievement
2. To lead on, supervise and monitor whole school interventions and have on-going professional dialogue based on children’s progress and learning, with teachers, support staff and parents/carers and liaise with outside agencies as appropriate

Key responsibilities and duties of a Phase Leader:

1. To set high expectations and promote high standards of pastoral, social and educational development across the school
2. To lead, co-ordinate and manage effective learning and teaching across the year group
3. To lead in Performance Management objective setting and review meetings
4. To lead, develop and manage the curriculum across the year group
5. To have a significant impact on the educational progress of pupils across the year group
6. To monitor and review impact and identify areas for development across the year group
7. To ensure that creative and stimulating learning environments encourage and facilitate children’s development and independence

Key responsibilities and duties of a SENCo:

1. Developing common recording of progress and needs to ensure that SEND pupils make accelerated progress to closing the gap;
2. Monitoring and evaluating identification systems and ensure that common criteria are applied across the curriculum;
3. With the line manager, deploying the common SEND budget to enhance the provision provided;
4. Liaising with the group Educational psychologist, EWO and site based SEND and inclusion leads to meet the widest needs of all SEND pupils;

Teaching:

1. To teach children in the Primary age range, catering for the ability and the aptitude of all children within classes, through effective planning, preparation of lessons, marking of work and on-going assessment
2. To liaise with parents/carers, providing them with regular updates on their child’s learning and progress

Upper Pay Scale Teachers:

Teachers on the upper pay scale can be expected to make a significant and sustained impact to whole school development in line with the statutory requirement to meet threshold standards.

In particular, teachers will:

- Provide a role model for professional practice in the school
- Make a distinctive contribution compared with other teachers
- Contribute effectively to the wider team

This job description will be reviewed regularly and may be subject to modification and amendment after consultation.