

## **Job Description: Assistant Head Teacher**

**Job Title: Assistant Head Teacher**

**Pay Scale: L 7 -L11**

**Job Purpose: Inclusion (SENDCo/DSL)**

To make strategic evaluations of teaching, learning, personnel, finance and premises issues as a supportive and well-motivated team member.

**Duties and Responsibilities: (No whole class teaching responsibility. However at times you may be required to teach small SEN focus groups).**

The Assistant Head Teacher will:

- Lead the provision for children with SEND across school
- act as Designated Safe Guarding Lead for Child Protection
- uphold the core values of the Leadership Team, and the school and their practical expression;
- contribute to leadership decisions on all aspects of policy, development and organisation;
- monitor and evaluate the achievement and attainment of vulnerable pupils and other identified groups throughout the school;
- liaise with the Governors, when appropriate, to facilitate their overview of school leadership;
- liaise with the School Business Manager to ensure that statutory obligations for safeguarding are in place
- share responsibility for the leadership of the school in the absence of the Head Teacher or Deputy Head Teacher
- lead by example as a teacher and as a leader;
- support all staff in the implementation of policy and procedures for Safeguarding, and Inclusion;
- lead and facilitate CPD for staff linked to Safeguarding and SEND;
- keep up to date with current developments and procedures for safeguarding and Inclusion;
- attend SLT meetings as required, and report back to staff when necessary.

Signed .....AHT .....HT      Date:

## Person Specification: Assistant Head Teacher

Text in square brackets indicates details to be filled in.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	Qualified Teacher status	Degree-level qualification  NCSL training  SENDCo qualification
<b>Experience</b>	The Assistant Head Teacher should have experience of:  teaching throughout a key stage;  proven leadership track record;  being in a post of responsibility for an area of leadership (middle or senior) in a school for at least two years;  participating in leadership and management	In addition, the Assistant Head Teacher might have experience of:  teaching throughout the primary phase
<b>Knowledge and understanding</b>	The Assistant Head Teacher should have knowledge and understanding of:  whole-school issues and their strategic leadership;  Be prepared to achieve an award in Special Educational Needs coordination (if not already the holder of such an award);  the role of the leadership group within the school;  curriculum leadership and the school's duty to provide for the needs of all pupils;  the need to work within financial constraints, and to apply best-value principles;	In addition, the Assistant Head Teacher might have knowledge and understanding of:  the Ofsted framework and the place of self-evaluation;  school finance systems;  school assessment data and pupil tracking systems  SENDCo qualification (or evidence of working towards)

<b>Skills</b>	<p>The Assistant Head Teacher will be able to:</p> <p>communicate effectively (both orally and in writing) to a variety of audiences;</p> <p>show evidence of good interpersonal skills as a team member, and in handling sensitive situations in a wider context;</p> <p>establish good working relationships throughout the school community;</p> <p>promote the SENDCo role effectively within the school, setting targets tailored to individual pupil needs;</p> <p>promote the school's aims positively, and use strategies to monitor motivation and morale;</p> <p>motivate others to achieve their best, and enhance their self-esteem</p>	<p>In addition, the Assistant Head Teacher might be able to:</p> <p>work with governors and/or parent groups;</p> <p>provide school-based INSET;</p> <p>encourage staff to surpass their own expectations</p>
<b>Personal characteristics</b>	<p>Good sense of humour</p> <p>Clear-sighted</p> <p>Creatively thinking</p> <p>Determined</p> <p>Open-minded</p> <p>Positive</p> <p>Team Player</p>	