



JOB DESCRIPTION

JOB TITLE	Assistant Headteacher
SALARY POINT	STPCD (School Teachers Pay and Conditions Document) Leadership Scale
GRADE:	L6 – 11 depending on experience
CONTRACT:	Permanent
LIASION WITH:	Executive Headteacher and/ or Head of School
DATE:	May 2023

Main Purpose of Job

Support the Executive Headteacher in providing professional leadership for Grange Park School, which strives for success and continuous improvement, ensuring high quality education for every pupil.

- Have some teaching responsibility
- Manage Continued Professional Development for all staff and evaluate the impact that it has on pupils' learning.
- Grange Park School's named LAC and EAL coordinator
- Manage data input / monitoring
- Manage Curriculum Leaders
- Lead at least one curriculum subject
- Lead teacher appraisal
- Responsibility for the Key Stage 5 provision, ensuring that students' progress on to their future pathways, and keep appropriate destination data.
- Key contact for partnership organisations
- Vocational Lead for the schools vocational offer
- Oversee annual review meetings for KS5
- Careers lead for the school
- Lead DSL for Key Stage 5 provision
- Represent the School at our cooperative senior leader meetings

Works with the Executive Headteacher in developing means whereby:

- School policies on curriculum, assessment, recording, and reporting inform effective teaching and learning
- The arrangements for teaching and learning form a coordinated, coherent curriculum entitlement for all pupils
- Information on pupil progress is used to improve teaching and learning, to inform and motivate pupils to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in fulfilling their responsibilities to the school
- There is continuity of learning and of progression for all pupils
- Challenging targets are set for pupil attainment leading to whole school improvement

Duties and Responsibilities

You must carry out the professional duties of a teacher as written in the current School Teachers' Pay and Conditions Document.

To play a significant role under the overall direction of the Executive Headteacher in:

- Positively supporting the aims and objectives of the school
- Monitoring progress towards pupils' achievement.

Strategic Direction and Development of the School

- Support the Executive Headteacher in providing vision, purpose, and leadership.
- Ensure the commitment of all who are involved in Grange Park School to its aims and vision.
- Actively lead areas of the School Development Plan.
- Monitor and take actions under guidance from the Executive Headteacher.
- Take a positive and active part in the school's Senior Leadership Team.

Teaching and Learning

- Positively contribute to the teaching and learning objectives of the school.
- Positively promote differentiation to ensure the curriculum meets the needs of every pupil who attends the school.
- Positively promote communication with the aim that all staff expect and enable every pupil to communicate.
- Exemplify a good standard of classroom practice which meets the aims and objectives of the school
- Assist the Executive Headteacher in supporting and monitoring teachers to meet standards set out in the professional development framework.

- Establish, manage, and expect ambitious standards of pupil behavior.
- Undertake a significant teaching timetable and, for example, provide a professional role model as a classroom practitioner.
- Ensure that a high standard of education is maintained at all times for all pupils and that all suitable programmes are developed and kept under review.
- Be the overall Curriculum Leader
- Be familiar with current theory and practice relating to pupils with special needs and inform staff of these developments.
- Work with the Deputy Headteacher to ensure that all pupils' learning needs are met.

Leading and Managing Staff

- Assist in the school's Performance Management of teachers
- Supervising and participating in arrangements made in accordance with the Regulations for the appraisal of the performance of teachers in the school and in the identification of areas in which he/she would benefit from further training
- Support the Executive Headteacher in ensuring that all documentation is completed and handed in by the agreed date
- Support teachers to write appropriate behaviour plans. Expect and ensure they are consistently implemented, monitored and evaluated in the agreed format.
- When appropriate lead staff INSET.
- Manage data throughout the school to ensure there is clarity in pupil achievement. If pupils are not reaching at least the expected level of learning, liaise with Progress Leaders to create and implement a plan to ensure this is rectified.
- Demonstrating effective leadership through good professional practice

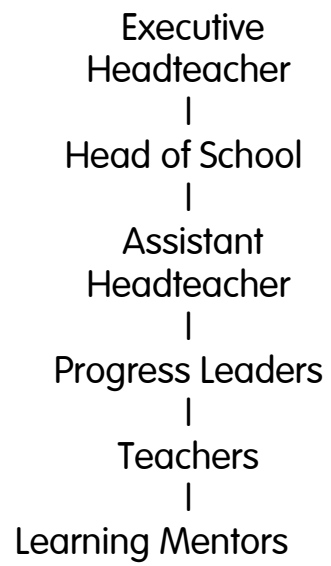
Accountability

- Maintain a record of how you have moved your agreed areas forward.
- If appropriate write and deliver a report to the Governing Body that evaluates the progress that your work has had on supporting the pupils' learning.
- Assist the Executive Headteacher in ensure that staff understand and support the school's aims and objectives

Other

Undertake other reasonable duties as may be requested by the Executive Headteacher

ORGANISATION



Agreed By: _____
Job Holder

Approved by: _____
Executive Headteacher

PERSON SPECIFICATION

Qualifications and Training					
Qualified Teacher Status	Application Form	Reference	Lesson Observation	Test	Interview
Qualified Teacher Status	✓				
Preferably relevant qualification in special educational needs.	✓				
A minimum of 5 years' teaching experience.	✓				
Recent and relevant involvement in professional development	✓				
Creating the Future					
Can think strategically and communicate a coherent vision that promotes ambitious standards for all.	✓	✓		✓	✓
Has the skills to inspire, motivate, impel, and expect others to carry the school's vision forward	✓	✓	✓		✓
Leading, Learning and Teaching					
Good knowledge and understanding of current educational priorities	✓				✓
Sound knowledge of special needs in particular ASC	✓	✓	✓	✓	✓
Ability to demonstrate good to outstanding practice in the classroom		✓	✓		

Have undertaken a role in the review and development of the curriculum	✓	✓			✓
Developing Staff and Working with Others					
Commitment to lifelong learning for self and others within the school and community	✓				
Possess a passion to perform the role and the persistence in achieving goals	✓			✓	✓
Adaptable and flexible, adjusting to multiple demands	✓	✓		✓	✓
Well-developed interpersonal and communication skills		✓			
Always have a positive disposition		✓	✓		
Positively manage staff		✓	✓		
Managing the Organisation					
Clear understanding of managing a curriculum area	✓	✓	✓	✓	✓
Clear understanding issues in relation to staff management	✓	✓	✓	✓	✓
Able to think creatively to anticipate and solve problems	✓	✓	✓	✓	✓
A clear understanding of recording and data for pupils who have ASC	✓	✓	✓	✓	✓