



JOB DESCRIPTION

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| JOB TITLE | Assistant Headteacher |
| SALARY POINT | STPCD Leadership Scale |
| GRADE: | L1 – 4 depending on experience (£41,064 - £44,218 pa) |
| CONTRACT: | Permanent |
| LIASION WITH: | Executive Headteacher and/or Head of School |
| DATE: | March 2021 |

Main Purpose of Job

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

- Have a substantial teaching role
- 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 co-ordinator
- Manage data input / monitoring
- Manage Curriculum Leaders
- Lead at least one curriculum subject
- Develop and write a timetable to meet the needs of all pupils.

Works with the Head of School in developing means whereby:

- School polices on curriculum, assessment, recording and reporting inform effective teaching and learning
- The arrangements for teaching and learning form a co-ordinated, 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 are required to carry out the professional duties of a teacher other than a Headteacher as written in the current School Teachers' Pay and Conditions Document.

To play a major 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 Head of School and the Executive Headteacher.
- Take a positive and active part in the schools' Senior Leadership Team.

Teaching and Learning

- Positively contribute to the teaching and learning objectives of the school.
- Positively promote differentiation with the aim 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 Head of School in supporting and monitoring teachers to meet standards set out on the professional development framework.
- Establish, manage and expect high standards of pupil behaviour.
- Undertake a significant teaching timetable and, by example, to provide a good professional model as 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 in conjunction with the Head of School and ensure that the learning needs of all pupils 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

- ## Accountability

- Other

ORGANISATION



PERSON SPECIFICATION

| Qualifications and Training | | | | | |
|---|------------------|-----------|--------------------|------|-----------|
| | 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 | ✓ | | | | |
| Demonstrated the ability to lead and drive performance in the wider community | ✓ | ✓ | | | ✓ |
| Creating the Future | | | | | |
| Can think strategically and communicate a coherent vision that promotes high 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 | | | | | |
|---|-------------------------|------------------|---------------------------|-------------|------------------|
| | Application Form | Reference | Lesson Observation | Test | Interview |
| 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 | | ✓ | ✓ | | |
| Demonstrate ability to implement change across the whole school | ✓ | ✓ | | | ✓ |
| 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 | ✓ | ✓ | ✓ | ✓ | ✓ |