



Briary Primary School

Job description: Assistant Headteacher (Recovery)

Job details

Salary: L5 - 9

Hours: 0.4 FTE

Contract type: Part-time, fixed term (1 year)

Reporting to: Headteacher

Core purpose

The fundamental task of the Assistant Headteacher (Recovery) is to support the Headteacher in leading on the recovery and catch up plan 2021 -2022. This will include ensuring that all staff recognise the importance of planning and delivering their lessons in ways which will encourage the active participation, learning and achievement of all pupils and narrowing gaps that formed as a result of the coronavirus pandemic. This will also include support and guidance for staff on ensuring pupils' wellbeing, learner confidence and behaviours are addressed to retain the high standards and culture of Briary school.

This job description is set out under four key areas of responsibility:

1. Strategic direction and development of Recovery in the school
2. Teaching and learning
3. Leading and managing staff
4. Efficient and effective deployment of staff and resources

1. Strategic direction and development of Recovery

The Assistant Headteacher (Recovery) will lead, with the support of the Headteacher and governors and within the context of the school's aims and policies, the development and implementation of a Recovery policy in order to raise achievement and improve the quality of the education provided.

Key tasks will include:

- Strategic development of Recovery policy and provision
- Leading on the delivery of the Recovery and Catch Up Action Plan
- Supporting all staff in understanding the needs of pupils who have lost learning time as a result of Covid-19
- Ensuring objectives to develop Recovery are reflected in School Improvement Plans and Pupil Premium Strategy
- Monitoring progress of pupils who have lost learning as a result of Covid-19
- Evaluating effectiveness of teaching and learning
- Analysing and interpreting relevant school, local and national data, including benchmarking
- Liaising with staff, parents and external agencies and other schools to co-ordinate support for Pupils who have lost learning as a result of Covid-19, including key transitions EYFS to KS1 and Year 6 to Year 7
- Actively seeking best practice, rooted in sound research

- **2. Teaching and learning of all vulnerable groups, including pupils who have lost learning time as a result of Covid-19**

The Assistant Headteacher (Recovery) will develop effective ways of overcoming barriers to learning and sustaining effective teaching through demonstrating effective practice, the analysis and assessment of pupils' needs, the monitoring of the quality of teaching and standards of pupils' achievements, and by setting targets for improvement.

Key tasks will include:

- Demonstrating outstanding classroom teaching in order to establish credibility and act as a role model for teaching and support staff
- Demonstrating a clearly articulated view of primary education with others which puts the child at the heart of the experience

Identifying and adopting the most effective teaching approaches for pupils who have lost learning time as a result of Covid-19
Monitoring teaching and learning activities to meet the needs of pupils who have lost learning time as a result of Covid-19 through:

- i. Monitoring the quality of teaching, learning and pupil achievement
 - ii. Target setting, including provision maps
 - iii. Identifying and teaching study skills that will develop pupils' ability to work independently
- Liaising with other schools to ensure continuity of support and learning when transferring pupils who have lost learning time as a result of Covid-19
 - iv. Undertaking day to day co-ordination of pupils who have lost learning as a result of Covid-19 provision through close liaison with staff, parents and external agencies
 - v. Teach, as necessary

3. Leading and managing staff

The Assistant Headteacher (Recovery) will support staff involved in working with pupils who have lost learning time as a result of Covid-19 by ensuring that they have the information necessary and develop the strategies required to secure improvements in teaching and learning and sustain staff motivation.

Key tasks will include:

- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Providing training opportunities for teachers and teaching assistants to learn about effective strategies to support pupils who have lost learning time as a result of Covid-19.
- Disseminating good practice in Recovery across the school
- Providing regular information to the Headteacher and governing body on the evaluation and impact of Recovery provision
- Line managing senior/specialist support staff who work with pupils who have lost learning time as a result of Covid-19
- Sharing with the Headteacher, Deputy Headteacher and Assistant Headteacher (Inclusion) in the pastoral care of all the school staff
- Acknowledging the responsibilities and celebrate the achievements of both individuals and teams

4. Efficient and effective deployment of staff and resources

The Assistant Headteacher (Recovery) will identify, with the support of the Headteacher and governing body, appropriate resources to support the teaching of pupils who have lost learning time as a result of Covid-19 and monitor their use in terms of efficiency, effectiveness and safety. The Assistant Headteacher (Recovery) will contribute to the evaluation of Pupil Premium funding for vulnerable groups.

Key tasks will include:

- Identifying resources required to meet the needs of pupils who have lost learning time as a result of Covid-19 and advising the Headteacher of priorities for expenditure
- Advising the Headteacher and Governing Body on the efficient and effective deployment of staff
- Maintaining and developing a range of resources, co-ordinating their deployment and monitoring their effectiveness in meeting the objectives of school Recovery policies

Additional expectations of a Senior Leader

In addition to the specific responsibilities outlined above, the Assistant Headteacher (Recovery), as a senior leader within the school, will be expected to:

- Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture
- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Take on any additional responsibilities which might from time to time be agreed with the Headteacher
- Attend and participate in open evenings and pupil performances
- Build strong links with parents and carers
- Uphold the school's behaviour code and uniform regulations
- Participate in, and where appropriate, lead staff training
- Attend, and where appropriate, lead team, SLT and staff meetings
- Develop strong links with Governors, LA support teams, outside agencies, and neighbouring schools and the Trust
- Take appropriate responsibility for own health, safety and welfare