



# Red Rose Primary School

## Job Description

### Assistant Head Teacher

L1-5



**Aim High Be Proud**

**Respect**

**Excellence**

**Determination**

**Responsibility**

**Opportunity**

**Support for Others**

**Equality**

[www.redrosenprimaryschool.com](http://www.redrosenprimaryschool.com)

## Assistant Headteacher

L1-5

### Assistant Headteacher

#### Job Description

<b>Post Title:</b>	Assistant Headteacher
<b>Payscale</b>	L1 - 5
<b>Location:</b>	Red Rose Primary School
<b>Relevant to this post:</b>	Subject to DBS Enhanced Disclosure
<b>Responsible to:</b>	This post holder will be accountable to the Governing Body through the Headteacher.
<b>Description of the role:</b>	The Assistant Headteacher will be required to undertake such duties as may reasonably be directed by the Headteacher from those described in the current "School Teachers' Pay and Conditions" and "Teachers Standards" documents.

#### Duties and Responsibilities specific to this role:

Listed below are the responsibilities this role will be primarily responsible for:

#### Qualities and Knowledge

- Deputise for the Headteacher / Deputy Headteacher when required
- Promote the safeguarding and welfare of children and young persons within school.
- Ensure Red Rose pupils are provided with an exemplary curriculum
- Continue to strive for excellence for all pupils.
- Produce and implement the School Improvement Plan in all matters relating to the management of the school.
- Produce, implement, monitor and review policies adopted by the School Governing Body
- Be responsible for designated areas of the curriculum and to encourage and foster cross-phase and cross-curriculum developments.
- Set standards and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity with contemporary Britain.
- To lead a phase of school
  - To provide a supportive transition process for pupils joining / leaving the school.
  - To support teaching staff to develop their personal teaching, learning and assessment approaches and procedures.
  - To provide professional guidance to colleagues, working closely with staff, parents and other agencies. Attending professional meetings as required.
  - To keep up to date with new legislation, research and initiatives in order to promote best practice and ensure compliance.

- In the identification and delivery of high quality training and sustained professional development of staff
- To secure a climate of exemplary behaviour of pupils.
- With Acts of Collective Worship and school assemblies.
- To fulfil the role of SENCO across school:
  - To determine the strategic development of special educational needs in school.
  - Ensuring the needs of children with special educational needs are met
  - To be responsible for the effective use of staff and other resources within the school with a specific focus on SEND.
  - To drive standards across school
  - To develop and manage inclusive practice
  - To ensure that SEND is represented in whole school policies, procedures and development planning;
  - To work with all stakeholders to ensure that children with additional needs, vulnerabilities, or barriers to learning receive the support they need to learn, progress successfully and maximise their potential.
  - To develop a secure understanding of the SEN Code of Practice and the other local or national agendas
  - To attend meetings and training as identified.
  - To hold a valid NASENCO qualification or be willing to undertake the new SENCO NPQ

## **COMMON DUTIES AND RESPONSIBILITIES:**

### **Quality Assurance**

- To set, monitor and evaluate standards at individual, team performance and service quality so that the school's requirements are met and that the highest standards are maintained.
- To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

### **Communication**

- To establish and manage the team communications systems ensuring that the school's procedures, policies, strategies and objectives are effectively communicated to all employees.

### **Professional Practice**

- To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school's stated objectives of continual improvement in quality of its service to internal and external customers.

### **Health and Safety**

- To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

### **General Management (where applicable)**

- To provide vision and leadership to employees within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the school's policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

### **Financial Management (where applicable)**

- To manage a designated budget (as required) ensuring that the school achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

### **Appraisal**

- All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

### **Equality and Diversity**

- To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

### **Confidentiality**

- All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.
- All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imparted in the course of work and using school information assets. The school has a Personal Information Security Policy in place.

### **Induction**

- The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

### **Safer Recruitment**

- This school is committed to safeguarding and promoting the welfare of children and young people and requires all employees and volunteers to share this commitment.

***The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.***