

Assistant Headteacher – Quality of Education

Responsible to: Headteacher

Specific responsibilities for: Role of Assistant Headteacher with responsibility for Quality of Education

Status of Post: This is a senior post within the school's staffing structure which carries with it membership of the Senior Leadership Team (SLT). This position carries some teaching responsibilities as well as SLT responsibilities.

Job Purpose:

- Support the Head in leading on quality of education and appropriate for our cohorts and in line with the school vision
- Support the Head in leading on the effective implementation of the curriculum
- Put provision in place to ensure that progress of pupils improves
- Ensure that the school carries out its statutory responsibilities regarding all students with an EHCP
- Ensure EHCP review meeting invites are sent to all relevant parties in good time (with support from Education Administrator)
- Ensure paperwork is completed for EHCP reviews
- Chair EHCP Review Meetings
- Support all staff in understanding the needs of SEN pupils
- Promote a culture and practices that enables all children and young people to access the curriculum
- Support HT in monitoring progress of children and young people
- Establish and oversee Curriculum systems, processes and policies to ensure all children and young people can access the curriculum
- Monitoring progress towards the achievement of the school's aims and objectives
- Work with the SLT, subject leads and teachers to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.

Duties – General:

- Work in accordance with the school's statement of aims and values and implement strategies within policies
- Liaise effectively with external agencies
- Carry out the general and specific professional duties as set out in the current 'School teachers pay and conditions' document, QTS standards and school documentation for classroom teacher
- To play a full part in the life of the school community, to support its vision and values and to encourage and ensure staff and students to follow this example

Duties – General for Senior Leadership:

- Be an integral member of the SLT discharging individual responsibilities to a high standard as well as supporting the work of the team at all times

- Work closely with the Headteacher, SLT and colleagues to ensure the school is compliant with statutory regulations.
- Oversight and line-management of subject leads and teachers, including carrying out appraisals and holding staff to account to their performance
- Make contributions to meetings of the Senior Leadership Team and the Curriculum Team;
- Be a highly visible presence around the school and role-model expectations and standards to staff and children/young people;
- Support with the leadership of the school's Curriculum, assessment and teaching and learning policies: monitoring, review and evaluation;
- Monitoring and review the Assessment & Reporting Policy in liaison with the DHT
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Chair relevant meetings as appropriate and be responsible for their effectiveness;
- To lead on any whole school events

Duties – Specific:

- To improve the quality of learning and teaching by:
 - helping to raise achievement and aspirations of the children and young people by ensuring the curriculum develops to meet the needs of our children and young people.
 - establishing and sustaining high-quality teaching across subjects, based on evidence
 - ensure the teaching of a broad, structured and coherent curriculum
- To co-ordinate and manage the work of subject leads
- Establish curriculum leadership with relevant expertise and access to professional networks and communities
- Ensure school improvement strategies are effectively implemented related to SEN, Therapy and Curriculum access and development
- To oversee the therapy team ensuring that statutory responsibilities and appropriate therapeutic work is occurring for our children and young people
- To oversee the management of all statutory meetings to ensure they are done so in a cohesive manner
- Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).
- To support the Headteacher with any Quality Assurance plans
- Collect and use evidence to support judgments and planning, so that plans at all levels relate to clearly identified priorities
- To work with the SLT to ensure relevant tracking/summative data is used effectively

- To chair meetings for items related to teaching and learning and curriculum development

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Liaise with the relevant staff on all issues to do with Health, Safety and Welfare.

Continuing Professional Development:

- Undertake any professional development necessary.

Additional points:

- All staff are required to maintain confidentiality in relation to children, young people, staff and parent information.
- All staff are expected to comply with school and the wider group policies
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance.
- In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.
- The job description does not form part of the contract of employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.