**JOB DESCRIPTION**

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| **School** | Firwood High School |
| **Job Title** | Assistant Headteacher |
| **Leadership Scale** | L12 – L16 |
| **Primary Purpose of the Job** | To play a key role in the strategic leadership and day-to-day management of the school. Be part of the Senior Leadership Team and contribute to the strategic development of Firwood and Woodbridge Trust. |
| **Responsible to** | Trustees, Executive Headteacher and Head of School |
| **Directly Responsible for** | Staff and students in an agreed Key Stage |

**MAIN DUTIES**

**Leadership**

* In conjunction with the Executive Head and Head of School , develop and continuously review the whole school strategy for self-evaluation and monitoring processes
* Contribute to the implementation and monitoring of the School Improvement Plan in alignment with the SEF
* Lead an agreed Key Stage, which will involve the day-to-day leadership of staff and pupils
* Lead, plan and ensure the delivery of an engaging and outstanding curriculum; teaching and learning across all abilities of learners
* Promote a culture of safeguarding in school and develop the School’s response to all prevalent safeguarding areas
* Be a visible leader across school
* To support all transition arrangements throughout the school
* Other duties of an AHT that may be reasonably requested by the Head of School to meet the needs of the pupils.

**Quality of Teaching & Learning**To lead the Key Stage so that students make the very best progress possible in their learning and independence skills, particularly:

* In collaboration with the Head of School, ensure that classroom procedures are coherent, manageable, improve learning and inform teaching
* Inspiring outstanding teaching and learning throughout an agreed Key Stage modelling excellent practice
* Leading and improving teaching and learning within your Key Stage
* Leading assessment, recording and reporting procedures your Key Stage
* Undertaking monitoring and evaluation of the work within the Key Stage in line with our self-evaluation schedule
* Be responsible for behaviours of learning and ensure strategies are in place to enable all students to thrive.
* To maximise opportunities for inclusive learning/social interactions with the local and wider community
* Liaison with the Head of School to maximise student learning and assist in the general day to day operational lead of the school
* Be involved in the holistic provision for students across the key stage (eg EHCP Reviews / MDT meetings / CIN PEP meetings)
* Alongside other school Leaders, attend school events in school including Christmas events, Prom, FirFest
* Participate in the organisation of Parents Evenings and Open Days in collaboration with the Senior Leadership Team

**Staffing**

* Contribute to developing highly motivated staff who are ambitious for our school
* Support Mentors of ECTs, where necessary
* To ensure the provision by external agencies eg Physiotherapy, SALT and OT in the key stage is as effective as possible to support students’ learning, independence and general welfare.
* To support both the Appraisal Process for Teachers and the Staff Development process for TAs and Support Staff are conducted in a timely manner and in line with our policies.
* To take responsibility for your own professional development, including undertaking training relevant to your role.
* To undertake the effective day to day operational and strategic leadership of a Key Stage including:
* Retaining an overview of staff deployment.
* Day to day management of staff
* Managing preparation time ensuring that Teaching Assistants and support staff are effectively deployed across a key stage

**Data and Assessment**

* To be responsible for the assessment process
* Monitor and evaluate the current system of Data collection and reporting
* Developing the schools’ policy for Assessment, Marking, Recording and Reporting
* Developing an assessment procedure (in line with the schools’ policy and practice) that all staff adhere to
* Be responsible for quality assurance of the processes.
* Support DHT with Evidence for learning and pupil progress meetings.

**Curriculum**In collaboration with the DHT lead for Curriculum Development

* Have a significant role in the ongoing design of the curriculum across the Key Stage
* Whole school Personal, Social Development lead
* Lead on Cultural Capital
* Ensure all curriculum areas have appropriate Schemes of Work
* Quality assure the curriculum through monitoring in collaboration with other Senior Leaders.

# As a Class Teacher:

* To deliver engaging and outstanding lessons for all students in the class ensuring individual needs are met.
* To ensure staff throughout school understand the behaviour, feeding and specific needs of pupils in your class by providing notes if required.
* To keep each student’s documentation current.
* To adhere with any programmes devised by health professionals and therapists.
* To produce termly and annual reports, reports for reviews / EHCps, Individual Education Plans, assessments and other plans or reports as required for your students.
* To foster regular contact via home/school, telephone calls, home visits and encouragement of parental visits to school.
* To follow all policies and procedures of the school / wider trust
* The conditions of employment of school teachers also apply (School Teachers Pay and Conditions Document)
* To provide and/or present reports to Staff, SLT, the Head of School or trustees as required.

Firwood High School and Woodbridge Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.