



Perivale Primary School Job Description

Job title	Assistant Head Teacher (DSL & Inclusion Leader)
Salary and grade:	Leadership Scale L5-L9
School:	Perivale Primary School
Line manager:	Deputy Head Teacher, Head Teacher and the Governing Body of the school
Supervisory responsibility:	Responsible for the supervision of the work of classroom assistants and designated teachers

Purpose of the Job

- To assist the Headteacher through professional leadership and management of the school.
- To be responsible for promoting the welfare of children within the school, with safeguarding responsibilities and working in partnership with Ealing Children's Integrated Response Team (ECRIS).
- To act as the single point of contact for a child/family and the Ealing Children's Integrated Response Team (ECRIS) and co-ordinate relevant multi-agency meetings.
- To support, hold accountable, develop and lead the staff to ensure high quality teaching, effective use of resources and improved standards of learning and achievement across the school.
- To lead the development, review and evaluation of an inclusion and safeguarding team.
- To lead on key areas of inclusion and safeguarding, such as Inclusion , Special Educational Needs, Pupil Premium , Looked After Children, Able Gifted & Talented, Sports Premium Interventions in the pursuit of attainment of academic results.
- To assist in the development, review and evaluation of different partnerships (including the teaching school alliance and challenge partnership).
- To lead the development, review and evaluation of coaching and mentoring across the school in relation to Inclusion.
- To be responsible for the development and implementation of a fully costed whole school provision map including the evaluation of impact.
- To deputise for the Head Teacher/Deputy Head in their absence.

Priorities:

- Targets detailed within your performance management review.
- Whole school priorities detailed within the Learning Improvement Plan.

Professional Responsibilities:

The post holder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the following professional duties;-

Strategic Direction and Development of the school

The Assistant Head Teacher works with the Leadership Team and Governors to develop the strategic vision of the school and contribute to the leadership and management of the school.

The Assistant Head Teacher will:

- support the Head Teacher and Governors in developing the vision for the school and establishing the role of the school in the community.
- contribute to the creation, implementation and evaluation of the Learning Improvement Plan.
- collaborate with the rest of the Leadership Team in ensuring rigorous and accurate



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self-evaluation, including a review of the standards of leadership, teaching and learning, consistent with school self-evaluation procedures.

- contribute to the development of effective organisation and administrative systems which support the aims of the school.
- develop, monitor, evaluate and review school policies, practices and plans using national, local, school and inspection data to inform decision making.
- deputise in the absence of the Head and Deputy Head Teacher to ensure the smooth running of day to day procedures. Including the continued fostering of good relationships with parents, governors, the community and neighbouring schools.
- keep the Headteacher informed of relevant and appropriate issues.
- contribute effectively to the development of a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.

Teaching and Learning

The Assistant Head Teacher works with the Deputy Head, Head Teacher and Governing Body to create and maintain a culture and environment that promotes and secures outstanding teaching, effective learning, and high standards of achievement, progress and good behaviour.

The Assistant Head Teacher will:

- provide clear educational direction for the school ensuring all staff recognise their accountability for the success of the school.
- lead on the identification of and disseminate the most effective teaching approaches for pupils with SEND.
- work with different partnerships to develop and promote innovation and outstanding practice.
- establish a culture of reflective practice through a comprehensive coaching and mentoring programme.
- contribute to the establishment and maintenance of policies which promote effective professional practice and define curriculum content.
- ensure effective monitoring and evaluation of SEND provision including quality first teaching to ensure standards of achievement of all pupils.
- establish a learning culture which promotes innovation and creativity in the delivery of SEND provision and monitor and evaluate its implementation.
- create and maintain effective partnerships with parents to improve children's achievement and personal and social development.
- ensure that planning and assessment practices provide opportunities for reflection and feedback to develop and sustain children's learning.

Supporting Assessment

The Assistant Head Teacher works closely with the Deputy Head teacher to develop the Assessment for Learning policy and practice in line with learning improvement priorities.

The Assistant Head Teacher will:

- support whole school assessment techniques.
- support and collate the unified assessment recording system.
- support staff training on assessment techniques.
- implementation of a fully costed provision map to identify SEND needs across the school.
- assist the Deputy Head in identifying specific target groups across the school including the tracking of identified pupils.
- assist in the target setting process.
- use IT effectively to manage and maintain up to date records.

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Leading and managing staff

Working with the Leadership Team, the Assistant Head Teacher will lead, motivate, support, challenge and develop staff to secure improvement.

The Assistant Head Teacher will:

- support the Head Teacher to ensure that professional duties are fulfilled as specified in the Terms and Conditions of Service of Teachers.
- contribute to the implementation of effective systems for the management of all staff performance, incorporating Performance Management leadership and line management responsibility.
- provide a comprehensive induction programme for newly appointed staff including coaching and mentoring.
- Plan and implement a staff development programme based on an assessment of needs identified through Performance Management, partnership opportunities and the Learning Improvement Plan.
- provide opportunities for coaching, peer coaching and peer learning (within and beyond the school) to enhance learning.
- motivate and support staff to enhance their teaching repertoires and develop innovative practice through continuing professional development.

Efficient and effective deployment of staff and resources

Working with the Leadership Team the Assistant Head Teacher will contribute to the deployment of people and resources efficiently and effectively to meet the specific objectives of the Learning Improvement Plan.

The Assistant Head Teacher will:

- work with Governors and the Head Teacher to recruit and appoint staff.
- manage the SEND budget to promote and support the achievements of SEND children.
- support the Head Teacher to manage and organise accommodation and resources efficiently and effectively to meet the needs of the children.

Performance Measures Accountabilities

1. To take an active role within the Leadership Team of the school, driving forward school improvement priorities and relevant educational initiatives.
2. To be an outstanding role model taking specific responsibility for leading SEND provision through partnerships and CPD.
3. To develop procedures to monitor, review and evaluate the impact of partnership work and CPD to determine future plans.
4. To demonstrate a thorough, up to date knowledge of current educational initiatives and Government policy and take a leading role in planning their implementation within the school.
5. To develop procedures to monitor standards of teaching, learning and achievement within the school, and evaluation systems to determine impact on pupil learning and future development priorities for both School Self Evaluation and School Improvement Plan.
6. To lead colleagues in the setting, review and evaluation of Performance Management Objectives and School Targets resulting in a tangible impact on pupil learning.
7. To provide regular progress reports and updates for the Leadership Team and Governors ensuring they are fully aware of all successes, issues and concerns.
8. To audit, manage and monitor the impact of the SEND budget.



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9. To ensure in collaboration with Head Teacher / Leadership Team / Governors that the Learning Improvement Plan reflects school priorities and is value for money.
10. To promote the ethos of the school and its standing in the wider community.

Management of Staff:

The post holder has performance management, team leadership and line management responsibilities for teachers and support staff.

Special Note

Job Descriptions are intended as reference documents which identify main responsibilities and activities.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time in consultation with you. It may include other tasks reasonably requested and agreed with the Head Teacher.

Signed:

Date:

Signed:

Head teacher