



## R A Butler Academy Infant & Junior Schools

### Job Description

Post	Assistant Headteacher Inclusion & Pastoral 0.6FTE
Postholder	
Salary range	L4-7

This job description should be read in conjunction with the National Conditions of Employment for Teachers and National Standards for School Leadership.

The role of the Assistant Headteacher will involve a range of work as detailed below across both the Infant and Junior Schools.

The Assistant Headteacher shall undertake any professional duties of the Headteacher reasonably delegated to him/her by the Headteacher.

#### Core purpose

- As one of the Assistant Headteachers of the Academy, to share in the leadership and the corporate responsibility of the Infant and Junior schools alongside the Deputy Heads and Executive Headteacher.
- To be an exemplar of good practice by supporting the Executive Headteacher to create and maintain an environment and a code of behaviour which promotes and secures the calm working ethos of the schools: outstanding teaching, effective learning and high standards of achievement, attainment, behaviour and discipline.
- To share in leading the Academy in the policies and practices of continuous school improvement and staff development.
- To have a willingness to lead on new initiatives, including those related to social and emotional aspects of learning, teaching, inclusion and progress of pupils. To be able to constantly seek and implement strategies which will bring about improvement.

#### Professional Attributes

- Positive, enthusiastic and 'can do' outlook, embracing risk and innovation.
- Commitment and dedication to social justice, equality and excellence.
- Engagement in collaborative partnership working, within and beyond the school.
- Integrity and sensitivity in relation to their own and the schools' practice.
- Courage and conviction to achieve the best outcomes.
- Respect and empathy towards others.
- Resilience, perseverance and optimism in the face of difficulties and challenges.
- Decisive, consistent and focused on solutions.
- Drive for improvement and challenging underperformance.
- Capacity to be flexible, adaptable and creative.
- Expectation to embrace change because it is the best for the schools.

#### Strategic direction and development of the school

With the Executive Headteacher:

- To help to formulate the aims and objectives of the school and policies for their implementation.
- To lead the school in articulating clearly its values, vision and ethos and to work closely with the Leadership team and Executive Headteacher so that there is a strong consistency with regard to expectations.
- To keep up to date with current issues in teaching and learning, curriculum development and in school improvement and to share this with staff.
- To work in the cycle of planning, implementation, review and evaluation of the School Strategic Plan.
- To monitor and evaluate the impact of the school's policies, practices, targets and priorities, identifying developments needed and working with the Executive Headteacher to achieve them.

### **Teaching and Learning**

- To provide a consistently good or outstanding role model as a teacher.
- To play a major role in the development of high quality teaching and learning throughout the school
- To seek ways of sharing good practice and ensuring dialogue about teaching and learning amongst school staff.

### **Leadership and Management**

- To share in the leadership of the school as part of the Leadership Team
- To challenge and support all others in developing professionally, both formally and informally.
- To work with the Executive Headteacher on the appointment, performance management and self-review of staff.
- To ensure her/his own continuing professional development
- To deal urgently and effectively with any poor performance of staff, teams or pupils.
- To promote and safeguard the welfare of children and young people the schools are responsible for, or come into contact with.
- To work with the Executive Headteacher on the organisation and day to day management and running of the school
- To work with the Leadership Team to present an accurate and coherent account of the school's performance to a range of audiences, enabling them to play their part effectively.
- To be able to stimulate children and colleagues by a professional, positive, pro-active and supportive attitude.

### **Inclusion and Pastoral Care**

- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to develop and maintain them.
- Ensure that a high standard of care for all children is maintained.
- To chair TAF meetings when required
- To advise and assist in implementing TPP practices throughout the school
- To work directly with children and teachers to develop individual or group programmes for children who require extra provision
- To attend half termly Inclusion meetings

- To oversee Learning Mentors

### **Communication and Community Links**

- To fully support the life and work of the Academy.
- To develop and maintain positive and effective relationships with staff, children, parents, the local community and Governors.
- To maintain confidentiality and to always demonstrate a professional attitude as a senior leader within the schools.
- To develop and maintain links with external advisory and support services.
- To provide information and objective advice and support to the Governing Body to enable it to meet its responsibilities as requested

### **Safeguarding**

Fulfil personal responsibilities, and support the headteacher in securing compliance by those working in school, for safeguarding as set out in the Children’s Act, Statutory Guidance and by the Local Children’s Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals
- Take responsibility as a deputy designated professional lead for Safeguarding
- Operating safe recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

### **Additional Direct Responsibilities**

- Work directly alongside Deputy Head for Inclusion & Safeguarding to ensure all provision in relation to children with special educational needs are met.
- Support subject leaders to understand provision for children with SEN in their subject

This job description will be reviewed at least annually as part of your Performance Management programme.

The Assistant Headteacher will have access to a range of professional development activities, for example Leadership conferences, support groups and appropriate training courses.

Signed \_\_\_\_\_.

Date \_\_\_\_\_