Title and Grade of Post	Assistant Headteacher (Inclusion) Leadership Spine Point L9 – L13
Status of Post	This is a senior post within the school's staffing structure, which carries with it membership of the Senior Leadership Team. This post holder is accountable to the Headteacher. This post holder is to deputise for the Deputy Headteacher in their absence. As Assistant Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher. The Assistant Headteacher's teaching responsibilities will remain flexible in order to meet the needs of the school at different times. This job description may be amended at any time, following consultation between the Headteacher and member of staff and will be reviewed annually.
Job Purpose	To provide leadership, development and management of the teaching and learning of all pupils; to be an example of outstanding practise; to teach all pupils within the school, to take a lead role in the monitoring and evaluation of standards across the whole school and to be a leading professional actively promoting effective teaching and learning practices across the school The post will require you to work in partnership with the Headteacher, Governing Board and staff at own school and other schools to ensure the continuous improvement of the schools. Within the ethos of this school the Assistant Headteacher will support the Headteacher in providing professional leadership in order to secure the school's success and improvement. The Assistant Headteacher will work with the Headteacher, Deputy Headteacher, Senior Leaders, Governing Board and staff team to build on the school's strengths and share in it's future development.
Reporting to	The post holder is responsible to the Headteacher in all matters, this may be delegated to the Deputy Headteacher. The post holder is also expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the schools vision and values. The post holder will be expected to network and liaise across the range of external providers, schools, community and coordinator networks, to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching

Main Expectations of the role

1. **Shaping the Future**
    - Support the Headteacher , Deputy Headteacher and Governing Board in establishing a vision for the future of the school; demonstrating inspirational leadership and creativity.
    - Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school and how these link with National and local initiatives.
    - Contribute to the identification of key areas of strength and areas for improvement in the school.
    - Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example to other colleagues.
    - Promote a culture of team work, in which views of all members of the school community are valued and taken into account.
    - Contribute to the self-evaluation of the school.

2. **Leading Learning and Teaching**
    - Act as an example of outstanding/best and leading practice within the classroom and foster the high expectations to which the school aspires.
    - Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted.
    - Take responsibility for the development of an effective timetable which meets the needs of pupils within the statutory frameworks and the resources available.
    - Provide training for staff on effective teaching and learning.
    - Promote the active involvement of pupils in their own learning.
    - Contribute to target setting; including statutory procedures and targets for individuals and groups throughout the school.
    - Support strategies to promote high standards of behaviour.
    - Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils in the school .
    - Support the development of an effective assessment framework.
    - Promote the use of ICT to enhance and extend pupils learning.
    - Monitor and evaluate classroom practice.
    - Provide support and coaching plans if required for colleagues in improving their classroom practice.
    - Adhere to the teacher standards, being a role model across the school and beyond.

3. **Developing self and managing others**
    - Promote and safeguard the safety and welfare of children and young people.
    - Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount.
    - Support the development of collaborative approaches to learning within the school and beyond .
    - Support the induction of staff new to the school.
    - Set high expectations for your own performance and that of others.
    - Engage in relevant professional development activity as necessary.

4. **Managing the organisation**
   - Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements.
   - Develop action plans in specified areas of responsibility, in order to bring about improvements and support colleagues in undertaking this task.
   - Contribute to the planning process for the distribution of resources, to ensure they meet the schools identified priorities.
   - Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.

5. **Securing Accountability**
   - Support the Governing Board in meeting it's responsibility to account for the performance of the school.
   - Work alongside the Headteacher and Deputy Headteacher, to secure improvement through Performance Management; take responsibility for the performance management of identified staff as required.
   - Support staff in understanding their own accountability, and develop approaches to its review and evaluation.
   - Use a range of data sources to set realistic yet challenging targets for pupils and staff, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes.
   - Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.

6. **Strengthening Community**
   - Contribute to the development of the school within the community; strengthening partnerships with other schools and services.
   - Gain an understanding of the diversity of the school community and use this to inform practice and encourage inclusion.
   - Contribute to policies and practices which promote equality of opportunity and tackle prejudice
   - Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.
   - Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement.
   - The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.