



JOB DESCRIPTION

Assistant Headteacher: Inclusion & Pastoral

Elms Farm Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Leadership Pay Range: L4-8

As required by Paragraphs 65 - 67 of the School Teachers' Pay and Conditions Document.

1. **Job Purpose**
To promote the general educational progress and well-being of pupils in the school.
2. **Duties and Responsibilities**
 - 2.1 **General**
 - 2.1.1. To undertake the professional duties of a teacher other than a head teacher, as set out in paragraphs 73 – 76 inclusive of the School Teachers' Pay and Conditions Document, including those duties particularly assigned by the head teacher;
 - 2.1.2 As required by paragraph 65.2 of the School Teachers' Pay and Conditions Document, to play a major role under the overall direction of the head teacher in:
 - (a) Formulating the aims and objectives of the school;
 - (b) Establishing the policies through which they shall be achieved;
 - (c) Managing staff and resources to that end;
 - (d) Monitoring progress towards their achievement;in accordance with the policies of the Education Committee and the City Council and the school development plan determined by the Governing Body;
 - 2.1.3 To undertake any professional duties of the head teacher reasonably delegated by the head teacher;
 - 2.1.4 To contribute to our key values of 'Ambition, Community and Equality' and our strong safeguarding ethos.

Specific

- 2.1 Have overall responsibility for determining the strategic development of SEND policy and provision in the school
- 2.2 To lead and manage the provision for SEND pupils throughout the school, ensuring that pupils' receive high quality provision to ensure progress, including the strategic leadership of nurture provision.
- 2.3 To support the school's programme for continuing professional development
- 2.4 To teach intervention groups/classes as appropriate to the role
- 2.5 To monitor and track the progress of SEND pupils



- 2.6 To work with external agencies & professionals to coordinate effective provision & manage the necessary referrals, SSPS and EHCP applications.
- 2.7 To be the strategic lead for the Pastoral team, working closely with the Senior Learning Mentor to coordinate provision.
- 2.8 To be a Lead DSL, ensuring a culture of safeguarding throughout the school.
- 2.9 To coordinate Personal Education Plans for looked after children.
- 3.0 To take a lead role with the Head Teacher to monitor and evaluate progress towards achieving main priorities for development identified in the annual School Development Plan & deliver outcomes to stakeholders.
- 3.1 To report on standards throughout the school in SMT meetings & action plan reviews and coordinate support to further improve standards.
- 3.2 Manage the strategic actions of SMT, providing coaching and support.
- 3.3 To contribute to the day to day operational organisation of the school.
- 3.4 Participate, where appropriate, in the appointment of teaching and support staff.
- 3.5 To assist the Head Teacher in meeting performance management regulations with regard to identified colleagues.

4. **Line Management - responsibility to and for**

- 4.1 Responsible to the Head Teacher
- 4.2 Responsible for the supervision of designated teaching and support staff

5. **Conditions of employment**

- 5.1 The above responsibilities are in accordance with the requirements of the School Teachers’ Pay and Conditions Document in terms of duties and working time, also any local agreements and LA guidance on interpreting teachers’ conditions of service.

6. **Review and Amendment**

- 6.1 This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

7. **Complaints**

- 7.1 If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Job description issued after consultation
Signature of the Head Teacher

Copy received by
Signature of the Postholder

Date: