



Job description for Senior Leader

Job details

Salary range: L12-L17

Contract type: Full time

Reporting to: Headteacher and Deputy Headteacher

Main purpose

- Assist the Headteacher in leading and managing the school as required
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD)
- Fulfil duties reasonably directed by the Headteacher

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Key responsibilities:

In addition to the core teaching responsibilities set out below, the Assistant Headteacher will be required to:

- Contribute significantly to the direction of the School Improvement Plan taking account of the priorities of the school
- Take a lead role in monitoring and evaluating standards across the whole school, actively promoting effective teaching and learning practices
- Be an active participant of the schools' senior leadership team
- Work closely with the Headteacher to ensure that the school offers a high quality and engaging curriculum for its pupils.
- To monitor and support the overall progress and development of teachers and learners
- To contribute to school's self-evaluation procedures through monitoring lessons, pupil outcomes, assessment and data

Teaching:

- Be responsible for the quality of the teaching and learning of all pupils
- Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils

Whole-school organisation, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the school's vision and values
- Work with others on curriculum and/or pupil development to secure coordinated outcomes

Safeguarding

- Work with the Headteacher to ensure child protection procedures are followed appropriately as a Deputy Designated Safeguarding lead (DDSL)
- To be safer recruitment trained to support the safe recruitment of staff

Behaviour and culture:

- To review and update school's behaviour policies on annual basis
- To support staff in thinking therapeutically to help children learn
- To liaise with outside agencies
- To provide support to staff when working with children with challenging needs
- Completing appropriate paperwork e.g PSPs, reactive plans
- Liaising with parents as necessary

Attendance:

- To monitor attendance across the school
- To liaise with outside agencies and other schools to improve attendance figures
- To create a positive culture within the school of attendance

Health and Safety:

- Be aware of and ensure everyone complies with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
- Promote the safety and wellbeing of pupils
- Promote and support safety, care and welfare of the children

Working with colleagues and other relevant professionals:

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Management of staff and resources:

- Direct, supervise and provide support across the school
- Contribute to the recruitment, selection, appointment and professional development of other teachers, support staff and others
- Monitor quality and standards of the school environment and resources
- Understanding funding and budget management

Professional development:

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and overall performance
- Where appropriate, take part in the appraisal and professional development of others, mentor trainee teachers and ECT

Communication:

Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

Deliver CPD:

- Safeguarding and whistleblowing training
- Behaviour Management Therapeutic Thinking training

Culture and Ethos:

- Promote positive culture that keeps children at the centre of everything we do and embraces change and difference