

JOB DESCRIPTION

SCHOOL:	Castle Hill Community Primary School Folkestone
JOB TITLE	Assistant Headteacher, Inclusion and Access
SALARY/ SPOT POINT	Leadership Spine range
REPORTS TO	Headteacher / Governors
DATE	01.01.12

JOB PURPOSE: To assist the Head teacher in leading and managing the school in collaboration with the Senior Leadership Team. To lead the provision of inclusive education for pupils with additional needs within the school and the Special Unit for the Hearing Impaired

JOB DIMENSIONS

Strategic direction and development of the school

Work with the Head teacher and Deputy Head teacher to co-ordinate the development and implementation of Inclusion and Access policies in order to raise achievement for all vulnerable pupils and improve the quality of provision for additional educational needs

- Contribute to SEF and School Plan
- Support the Head teacher and School Governors in effectively communicating the long, medium and short term objectives of Inclusion and Access for all pupils to staff, parents, community and cluster
- To establish, monitor, evaluate and review policies, practices and plans to maximise the achievement of all vulnerable groups
- In collaboration with the Deputy Head teacher and Assessment Co-ordinator use national, local school and inspection data to inform self evaluation and prioritising
- Support the Head teacher in establishing the role of the new school in the community and the cluster
- Develop monitor and evaluate the effective organisation and administration of Inclusion and Access support within the school and HI Unit
- Establish effective working partnerships with external agencies contributing to the support of pupil needs to ensure effective communication and liaison
- Support the establishment of an effective climate for learning by acting as the schools leading behaviour specialist

Teaching and learning

Develop with the Head teacher and colleagues effective ways to overcome barriers to learning.

Sustain effective teaching through analysis and assessment of pupil needs, monitoring quality of teaching and pupil achievement and by setting targets for development

- Establish, monitor, evaluate and review the effective use of resources, appropriate teaching and learning activities and target setting to meet the needs of pupils with additional education needs and within the HI Unit
- Work with pupils, subject leaders and teachers to ensure that realistic expectations of behaviour and achievements are set for all pupils
- Lead the identification and dissemination of the most effective teaching approaches for pupils with AEN
- Develop, monitor, evaluate and review effective policies to promote equality and challenge stereotyping in relation to disability, gender or race
- Develop effective systems to promote partnerships between parents and school to promote pupil learning and provide accurate information about targets, achievement and progress

Leading and managing staff

Working with the Head teacher and Deputy Head teacher, the Assistant Head teacher (Inclusion and Access) will lead, motivate, support, challenge and develop staff to secure improvement

The Assistant Headteacher will:

- Plan support and evaluate the work undertaken by all staff as groups, teams and individuals
- Provide regular information to the Head Teacher and Governing Body on the evaluation of provision for pupils with AEN, to inform decision making and policy review
- Motivate and enable inclusion and HI Unit staff to develop expertise and increase effectiveness in their respective roles through continuing professional development
- Contribute to implementation of effective systems for the management of all staff performance, incorporating Performance Management targets for teachers including those relating to pupils' achievement

Efficient and effective deployment of staff resources

Working with the Head teacher, the Assistant Head teacher will identify the appropriate deployment of people and resources to support the teaching of pupils with AEN and evaluate efficiency, effectiveness, and safety

The Assistant Head teacher will:

- Work with Governors and the Head teacher to recruit and appoint staff
- Establish systems to ensure review of staff and resource requirements to meet the needs of all pupils with AEN
- Establish effective systems to prioritise expenditure and allocate resources to meet the objectives of Every Child Matters, School Access and Inclusion policies and to achieve value for money

- Deploy staff flexibly to ensure the most effective and efficient use of expertise to meet pupil needs
- Liaise with external agencies to maximise effective support of pupil needs including child protection

ACCOUNTABILITIES

- To take an active role within the Senior Management Team of the school, driving forward school improvement priorities and relevant educational initiatives
- To be an exemplar, role model and leader of learning.
- 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
- To take specific responsibility for Inclusion and Access
- To promote the ethos of the school and its standing in the wider community.
- To take a leading role in maintaining pupils' well being, health and safety and standards of behaviour
- To monitor standards of teaching, learning and achievement within the school evaluating these to determine impact on learning of all vulnerable groups and future development priorities
- To lead colleagues in the setting, review and evaluation of Performance Management Objectives and School Targets resulting in a tangible impact on learning of AEN and HI Unit pupils
- To provide regular progress reports and updates for the SMT and Governors on Access and Inclusion matters ensuring they are fully aware of all successes, issues and concerns
- To work in close liaison with the Business Manager and the Head teacher to manage and monitor all budgets supporting pupils with additional needs and special needs statements

COMPETENCIES

See Appendices for further details of leadership and emotional intelligence competencies

It is the expectation the Assistant Head teachers will be consistently performing at Level 3 within these frameworks