

Hillside Specialist School and College

JOB DESCRIPTION	
Job Title	Assistant Head Teacher
Grade	Leadership and Management Scale 6 - 10
Terms and Conditions	<ul style="list-style-type: none"> • Undertake the duties of a Teacher in accordance with the conditions of employment as detailed in the current School Teacher's Pay and Conditions Document. • Undertake the duties and responsibilities as detailed in the current (TDA) Professional Standards for Teachers.
Responsible to:	Head Teacher
Job Purpose	<ul style="list-style-type: none"> • To assist in the leadership and management of Hillside Specialist School and College in order to provide effective education for all pupils. • To assist in the daily management of the school in order to promote an efficient and effective use of all school resources.
Main Responsibilities	
<p>The Assistant Head Teacher will:</p> <ul style="list-style-type: none"> • undertake the normal responsibilities of the class teacher; • be a member of the Senior Leadership Team; • assist the Head and Senior Leadership Team in the management of the school; • support and represent the Head Teacher at meetings as and when required; • undertake such duties as are delegated by the Head Teacher; • play a major role under the overall direction of the Head Teacher in formulating the School Improvement Plan, aims and objectives of the school by: <ul style="list-style-type: none"> ❖ establishing the policies through which they shall be achieved: ❖ managing staff and resources to that end: ❖ monitoring progress towards their achievement. ❖ Identifying and delivering appropriate training. <p>1. Teacher Responsibilities</p> <ul style="list-style-type: none"> • To carry out the duties of a class teacher including promoting inclusive opportunities according to pupils' need as and when required. <p>2. The Internal Organisation, Management and Control of the School</p> <ul style="list-style-type: none"> • To be responsible for the planning of meetings, compilation of timetables, rotas, agendas and minutes of meetings as delegated by the Head Teacher. • To contribute effectively to: <ul style="list-style-type: none"> ❖ maintaining and developing the ethos, values and overall purposes of the school; ❖ formulating the aims and objectives of the school and policies for their implementation; 	

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- ❖ a Development/Improvement Plan which will translate school aims and policies into action;
- ❖ monitoring and evaluating the performance of the school;
- ❖ the efficient organisation, management and supervision of school routines;
- ❖ implementing the Authority's and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special educational needs;
- ❖ the determination of appropriate pupil groupings and staff deployment.

3. Teaching and Learning Development.

- To contribute to:
 - ❖ school policies on curriculum, teaching and learning styles, assessment, recording and reporting;
 - ❖ ensuring that the learning and teaching provided by different departments and teaching teams forms a co-ordinated, coherent curriculum entitlement for individuals;
 - ❖ ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid Governors in their future management of the school;
 - ❖ ensuring that the individual pupil's continuity of learning and effective progression of achievement is provided;
 - ❖ the promotion of extra curricular activities in accordance with the educational aims of the school.
 - ❖ the monitoring and evaluation of Assessment, Recording and Reporting systems within the school, including Individual Education Planning, Teacher Assessments and Statutory Assessments.
- To be responsible for:
 - ❖ Accreditation, qualifications, transitions and careers across the school.

4. Pupil Care

- To contribute to:
 - ❖ the development, organisation and implementation of the school's policy for the personal and social development of pupils including promoting self-advocacy and self-esteem;
 - ❖ the handling of, and formulation of, individual positive behaviour management programmes/strategies;
 - ❖ the development, among pupils, of self-discipline;
 - ❖ the handling of individual disciplinary cases;
 - ❖ the promotion of staff awareness and training in this area.
 - ❖ take the role of deputy designated safeguarding lead (DSL) and assist the DSL in managing safeguarding in school.

5. The Management of Staff.

- To be jointly responsible for staff welfare.
- To participate in the selection and deployment of teaching and support staff and supply staff as appropriate.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.
- To maintain good relationships with individuals, groups and staff unions and associations.
- To undertake Appraisal for Teachers and HLTAs.

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6. The Management of Resources

- To be responsible for the resources related to safety aspects and physical needs of the pupils.
- To be responsible for the management of central resources and in specified subject area
- To contribute to the formulation of the school's policies and procedures concerning resource management.
- To promote an attractive environment which stimulates and enhances the appearance of the school.
- To contribute to arrangements for the security and effective supervision of the school building, their contents and grounds, including aspects of Health and Safety.
- To maintain effective working relationships with external agencies and services contracted to the school and the authority.

7. Relationships

- To advise and assist the Governing Board as required in carrying out its duties including attending meetings as an observer and making reports if required.
- To assist liaison and co-operation with Authority officers and support services.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.
- To assist liaison with other professional bodies, agencies and services.
- To develop and maintain positive links and relationships with the community, local organisations, employers and external organisations:
 - a) To promote a positive image of the school;
 - b) To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.
- To make a positive contribution to the wider life and ethos of the school.

Agreed By: Governors Committee

Date: 14 September 2021