

Job Description

DIRECTORATE:	Early Years and Young People
DEPARTMENT:	Coety Primary School
POST:	Assistant Headteacher
GRADE OF POST:	Leadership (L) Pay Range – L4 – L8
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

The core purpose of the Assistant Headteacher is to assist the Headteacher and Deputy Headteacher to provide professional leadership and management of the school which will promote a secure foundation from which to Nurture, Engage and Achieve (NEA) high standards in all areas of the school's work.

To ensure effective management and leadership in the absence of the deputy/headteacher.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

The responsibilities of this post will be aligned to the Professional Standards for Teaching and Leadership, Additional Learning Needs and Education Tribunal (Wales) Act and as part of the Additional Learning Needs Code for Wales, which outlines the role of the ALNCo and any associated prescribed qualifications and experiences. This post will be required to meet fully all mandatory tasks and other elements of new code.

The Assistant Headteacher – Leader of Inclusion and Additional Learning Needs will be accountable for the achievement, attainment, provision, standards in learning & teaching for all pupils and staff on the Additional Learning Needs Register or linked to the register, eg children with health care needs. In addition, Children who are Looked After (CLA) by the Local Authority (LA) and creating an inclusive school environment focused on meeting the diverse needs of learners - tackling barriers to learning in a long-term, integrated way. Furthermore, community and wider stakeholder engagement to ensure that the school flourishes and prospers.

Leadership:

- Lead by example and provide inspiration and motivation to the school community;
- ensure that the needs of all learners within Coety Primary School with ALN & health care needs are met – these will be identified on a ALN/medical register and updated termly;

- plan excellent systems & procedures, manage & deliver the school's responsibilities in the identification and highly-effective provision for pupils with ALN and communicate these to staff;
- provide professional guidance, advice and support to teachers and, where needed, information and support to parents and other agencies/institutions.
- support the Headteacher and senior leadership team in achieving the priorities and targets which the school sets for itself, provide staff with the motivation to support its aims (corporate responsibility);
- ensure that the school meets the requirements of - Equality Act (2010), through establishing & reviewing a strategic equality plan on a regular basis, and the new code and ALN act
- provide the Governing Body with termly update reports. Prepare and review the information required to be published by the governing body pursuant to the ALN Code;
- provide regular updates on progress of the strategic elements of the role to the HT, GB, LA & CSC;
- monitor the impact of ALP and IDPs and present reports accordingly.
- lead whole school and departmental collective worship when necessary;
- seek out and be able to give & receive feedback, and ensure that it is acted upon.
- fully implement all school & Local Authority policies.

Pedagogy:

- lead by example and provide inspiration and motivation to the school community in the quality of teaching and learning;
- support staff in differentiating to meet the needs of pupils with ALN
- promote ALN learners to have a significant role in managing and influencing the environment and recognise the sophisticated purposes in the organisation;
- build enthusiasm in all staff to encourage them to better themselves to the benefit of learners and learning;
- ensure that Pupil Voice, especially ALN learners, is taken seriously, considered and acted upon where practicable;
- ensure that the learning success, achievement and wellbeing of all learners is evident throughout the school;
- provide effective systems, which are consistently used to monitor and evaluate the impact of all learning experiences for learners' progress and to bring about sustained improvement for ALN pupils;
- secure opportunities for all staff and pupils to embrace new technologies to support learning, especially those that have ALN,

Collaboration & Professional Learning:

- ensure that all pupils with ALN & CLA are in receipt of an IEP/IDP/PEP/health care plan (preparation/establishing), which is reviewed regularly (at least termly) with the pupils & parents/carers being part of this holistic review process;

- ensure that IDPs and any other associated records relating to learners' ALN and ALP are maintained and kept up to date and that these are communicated to staff;
- liaise and secure relevant services (external agencies & voluntary sector) that will support the learner's ALP & health care needs. Ensure that all services meet the ALP;
- seek out and attend professional learning to ensure that the training needs of the ALNco are up to date and impact evidenced;
- provide timely professional learning to all staff to ensure that the needs of pupils with ALN are met;
- promote the inclusion of pupils with ALN through extra-curricular clubs;
- work within and across departments to secure high-quality and inclusive learning environments that stimulate, engage and excite learners;
- to engage and collaborate with parents/carers and wider stakeholders to enable impact and continuous improvement for pupils with ALN.

Innovation:

- identify schools and organisations with better practice, interrogate that practice and implement approaches and techniques that will ensure sustained improvement at Coety;
- to undertake action research to ensure that the school continues to grow and develop.

Effective deployment of staff and resources:

- oversee the day-to-day operation of Coety Primary School's ALN arrangements;
- ensure that all documentation related to ALN is transferred upon notification that a pupil has started in an alternative provision;
- ensure that all staff and governors understand their respective roles & responsibilities;

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal record check through the Disclosure & Barring Service (DBS)

Person Specification

Assistant Headteacher

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes)

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> Relevant teaching qualification. Registration with the Education Workforce Council. Willingness to complete professional qualifications & learning aligned to leadership, FPh, teaching & learning, ALN, etc. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Teaching experience must be excellent. Experience of teaching throughout the primary phase – from the Early Years to Year 6. Experience & knowledge of the developments for the Curriculum for Wales. Sound knowledge of progression in learning and high standards. Experience of contributing to school as part of a management & leadership structure to raise standards of attainment and achievement. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, references and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> • Experience of relevant & recent professional learning linked to school improvement. • Demonstrates an understanding of the requirements of Additional Learning Needs and catering for all pupils in an inclusive environment. • Demonstrate an understanding of the dynamic nature of schools in relation to national priorities. • Experience of developing initiatives both within and beyond school. • Experience of innovation and managing change. • Experience of teaching Welsh as a second language to pupils within the primary age range. 	<p>Yes</p> <p>Yes</p>	
Skills and Personal Attributes	<ul style="list-style-type: none"> • Outstanding interpersonal and communication skills. • Ability to use ICT as a tool to enhance learning. • Ability to demonstrate an awareness of the needs of colleagues and have a clear understanding of the expectations and the needs of the school 	<p>Yes</p> <p>Yes</p>	Application form, interview and selection process.

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	<p>community and the wider community.</p> <ul style="list-style-type: none"> Ability to play a key role in supporting the Head teacher & Deputy Head not only in leading the school but also in further developing a collegiate approach to team working. 		