



Frank Barnes School for Deaf children

www.fbarnes.camden.sch.uk
Telephone 020 7391 7040



JOB DESCRIPTION

Post: Assistant Headteacher (L7-L11)

Responsible to: Headteacher/Deputy Headteacher and Governing Body.

Responsible for: Team Leaders and Teaching Assistants

Purpose of Job: Working in partnership with the Headteacher, Deputy Headteacher, Senior Management Team and Governing Body to promote continued school improvement and development.

To assume the responsibilities of the Deputy Headteacher in their absence.

To be a member of the Senior Management Team.

To line manage the Team / Phase Leaders.

To lead the co-ordination of staff cover when required.

Duties and Responsibilities:

- To support the vision, ethos and policies of the school and promote high standards of achievement.
- To provide an example to staff in terms of professional competency and commitment to quality, enthusiasm and positive relationships with pupils.
- To promote and develop equality of opportunity.
- To assume the professional responsibilities of the Deputy Headteacher in their absence.
- To support the Headteacher/Deputy Headteacher in the effective recruitment, deployment of staff and manage staff cover arrangements.
- To ensure high standards of pastoral support and behaviour.
- To establish supportive and advisory relationships with professional colleagues, which promote effective teamwork.
- To ensure an effective and understanding relationship with parents and the wider community.
- To be a supportive member of the school Senior Management Team and attend weekly SMT meetings.
- To contribute towards the cycle of school improvement and school effectiveness and support staff to achieve priorities set.
- To support the co-ordination of INSET and lead INSET for staff as and when appropriate.

- To maintain a good knowledge of current thinking in Deaf and primary education and to demonstrate excellent practice as a teacher, promoting, developing and evaluating the school's policies.
- To teach classes to secure effective learning, through the use of and providing high standards of achievement and behaviour.

Additional responsibilities:

These are in collaboration with the Headteacher/Deputy Headteacher:

- To support with the development and implementation of the National Curriculum and Engagement Model and lead on the development of specific curriculum subject.
- To ensure that teaching and learning of a high quality are promoted and maintained through a programme of regular review, monitoring, evaluation, target setting, in-service training and performance management.
- To support with reviewing and evaluating the implementation of the priorities identified in the School Improvement Plan.
- To contribute towards completion the School Self Evaluation in consultation with relevant stakeholders.
- To assist the Leadership Team to ensure that staff follow financial management procedures and ensure the effective use of all resources, including the deployment of both teaching and support staff when necessary.
- To promote the school in the wider community.
- To maintain and foster good working relationships with parents, the Governing Body and relevant stakeholders.
- To participate in the implementation of the School's Performance Management and Appraisal Policy.
- To lead whole school assemblies.
- To monitor and evaluate the implementation of the curriculum, and its assessment, in order to identify and act on areas for improvement in liaison with the Leadership Team
- To support with monitoring the quality of teaching and children's progress and achievements, including the analysis of performance data.
- To ensure the establishment and maintenance of learning environments, and the use of strategies, which help children become active participants in their own learning.
- To support teachers in the implementation of behaviour strategies that encourage positive attitudes to learning and the establishment of a learning culture.
- To organise peer observations to facilitate professional development.
- To make focused observations of staff, giving formal and informal feedback on practice.
- To team teach with staff, to enrich their professional development and promote shared understanding of teaching and learning issues.

- To promote children's positive engagement with the curriculum, and the promotion of cross-curricular and topic work.
- To ensure that learning environments help children develop study skills in order to learn with increasing independence.
- To promote the implementation of strategies that support different learning styles.
- To support the SENCO to ensure that the learning needs of all children are met through effective differentiation in teaching strategies.
- To support with maintaining statistical data on pupil progress by ethnicity and SEN so as to analyse pupil achievement and set targets.
- To support with managing inclusion opportunities for children and develop professional collaboration between local / deaf schools.
- To ensure that planning and assessment procedures are being consistently applied throughout the school and they are regularly reviewed.
- To establish high expectations and clear procedures for the presentation of work, which are shared by all staff.
- To support with reviewing of policies linked to Teaching and Learning in line with the school policy review schedule and ensure their implementation across the school.
- To keep abreast of current research and curriculum developments in sign bilingual Deaf education.

General Responsibilities:

- To take on specific tasks related to the day to day administration of the school as requested by the Headteacher.
- To take on any additional responsibilities which might be from time to time determined.
- To engage with appropriate training including BSL and be pro-active in pursuing professional development opportunities to support professional effectiveness in this role.

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SELECTION CRITERIA

Assistant Headteacher

Education

Qualified teacher status.

Qualified teacher of the Deaf. (*or in training*)

Experience

Mainstream Key Stage 1/2 teaching experience and/or to have taught Deaf children within the primary age range.

Ability and/or the experience of leading and managing staff successfully.

Experience of curriculum leadership, school development and school improvement planning. Experience of leading change and using strategies to support staff.

Knowledge

Knowledge and understanding of current issues and legislation in education.

Knowledge and understanding of the principles of school improvement and school effectiveness.

Knowledge and understanding of current issues in Deaf education (e.g. bilingualism and the use of BSL).

Knowledge and expertise in a core curriculum area.

Knowledge and understanding of teaching in an inner city multi-ethnic context.

Knowledge of and respect for Deaf Culture.

Skills

Excellent classroom practice.

Ability to teach a class, small groups and one-to-one.

Ability to organise effective record keeping and assessment.

Excellent behaviour management skills.

Ability to work effectively as a member of the Leadership team.

Ability to develop high-level BSL skills.

Excellent organisational skills.

Ability to work under pressure, prioritise and manage time effectively to balance the demands of the post.

Excellent communication and interpersonal skills.

Ability to motivate others to raise standards of teaching and learning.

Ability to raise pupil achievement across the curriculum.

Ability to lead and co-ordinate school developments.

Ability to lead, manage and motivate staff and resolve conflict situations positively.

Ability to analyse and interpret data, which will inform policy and practice and raise achievement.

Ability to lead staff INSET.

Ability to manage a budget.

Attitude and Commitment

To be committed to equal opportunities and to assisting the school in enabling all its pupils to fulfil their potential.

To be committed to a bilingual approach in deaf education.

To be committed to the development of equal access to the curriculum for deaf children.

To be committed to the use of sign language as a language in its own right.

To have high expectations of the achievement of deaf children.

To be committed to continually developing skills in BSL to a high level and further professional development.

To be committed to promoting positive attitudes to deaf children.

*The Assistant Headteacher will have a minimum of **0.4 (2 days) teaching commitment** and **0.6 (3 days) for school leadership and management**. The AHT may from time to time be expected to provide additional teaching cover. The post will be reviewed annually as part of the school's Performance Appraisal procedures.

The "School Teachers Pay and Conditions Document" specifies the general professional duties of all teachers and the particular responsibility of all Assistant Headteachers. This should be read alongside the job description.

