



A great school in a great community
achieving great outcomes for children

ASSISTANT HEAD TEACHER / INCLUSION LEADER (Leadership Range 5 – 9)

Required from the 1st May 2019 due to the promotion of the current post holder

The children, staff and governors of Greenside Primary School are seeking an enthusiastic and highly motivated Assistant Headteacher who can play a key role in building on the school's current successes. You will be responsible for supporting the work of the Headteacher and Senior Leadership Team in the day to day running of the school and leading and managing all areas of inclusion (SEN, G&T, LAC, EAL, Behaviour etc) including the implementation of interventions throughout the school, provision mapping, EHCP applications, reviews and the development of support staff.

The successful candidate will;

- Be passionate about teaching and learning and believe that they can make a difference to outcomes for all children.
- Be a talented and creative classroom practitioner.
- Be able to inspire, motivate and challenge staff and children to achieve their potential.
- Be committed to raising attainment for all and be passionate about the well-being of every child.
- Be highly inclusive.

In return, we can offer;

- An established and happy school that values every member of the school community.
- A caring and supportive whole school ethos.
- Supportive and enthusiastic governors and families.
- Excellent opportunities for professional development.
- A developed and devolved leadership structure.
- A well-established inclusive environment and experienced inclusion team.

This is a key role within our school and we are keen to appoint before the 28th of February so that the successful candidate can resign in time to start with us after Easter. This is a full-time post and the successful candidate will have teaching responsibility for a small class of SEND pupils in the mornings and management release time every afternoon. Greenside Primary School is highly inclusive and is keen to appoint a candidate that can build on and develop our already well-established systems and processes that ensure the best possible education for all of our children. Greenside Primary School is part of the Victorious Academies Trust.

Informal discussions with the Headteacher are welcomed. Candidates are invited to visit the school by appointment.

Closing Date: 9am on the 22nd February 2019

Shortlisting: 10am on the 22nd February 2019 (candidates invited to interview will be contacted by phone and email by 5pm)

Interviews: 27th February 2019 (last day for teacher resignations for Easter is 28th February 2019)

Headteacher - Mrs J. Reynolds

Greenside Primary School - Greenside Lane - Droylsden - Manchester - M43 7RA

Tel: 0161 370 8496 - Email: admin@greenside.tameside.sch.uk

JOB DESCRIPTION - ASSISTANT HEADTEACHER / INCLUSION LEADER

Reports to: Headteacher and the Governing Body.

Responsible for: Supporting the role of the Headteacher and Senior Leadership Team in the day to day running of the School and the leadership and management of all aspects of inclusion across the school with a part time class teacher responsibility.

Main Purpose:

To assist the Headteacher, Senior Leadership Team and the Governors with the leadership and management of the school in order to promote the effective education of all pupils within the framework provided by statutory requirements and the policies of the Governing Body and the Academy Trust.

- To undertake the professional duties of an Assistant Headteacher as set out in the current school Teachers' Pay and Conditions document
- To take responsibility for teaching a class in the mornings.
- To lead and manage all aspects of inclusion throughout the school including the deployment of the inclusion team.
- To play a leading role in the maintenance of whole school discipline and effective school relationships.
- To support the Key Stage leaders in leading, managing and developing their departments alongside our other Assistant Headteacher.

Leadership and Management:

- To assist the Headteacher in the leadership and management of the school and to be a supportive and proactive member of the Leadership Team
- Play a major role in formulating the aims, ethos, vision and policies of the school;
- Develop positive working relationships with colleagues, parents, pupils and governors to secure improvement
- Be responsible for securing the highest standards of pupil achievement through effective monitoring and evaluation;
- Review learning progress and teaching outcomes;
- Support the Headteacher in the Self-Evaluation process;
- Analyse performance data and monitor the quality of data within the school.
- Identify priorities and areas for school improvement;
- To act as a Team Leader for Performance Management, supporting staff in meeting their professional and personal targets;
- Work with colleagues to deploy and develop staff and resources effectively;
- Liaise with support staff and outside agencies;
- Liaise with Governors, where appropriate to facilitate their overview of school management
- Oversee the quality of pastoral care and be directly involved where necessary;
- To lead and manage all aspects of inclusion including the traditional role and responsibilities of the SENDCo.

Teaching and Learning:

- Consistently demonstrate good / outstanding teaching and learning;
- Lead by example, as a teacher, to achieve high standards of pupil attainment, behaviour, and motivation through effective teaching;
- Provide support and guidance to colleagues on appropriate teaching and learning strategies;
- Monitor and evaluate teaching and learning within the school and its impact on standards and attainment;
- Develop the school curriculum to ensure it meets the needs of all learners.

Pupil Progress:

- Have high expectations for the progress of all pupils including those they teach;
- Monitor pupil progress of SEND pupils across the school;
- Sustain systems for recording groups and individual progress and through moderation ensure consistency of assessments;
- With the Headteacher prepare an annual report on pupil progress for SLT and governing body on the effectiveness of provision for SEND pupils throughout the school and include an action plan for improvement.

PERSON SPECIFICATION - ASSISTANT HEAD TEACHER / INCLUSION LEADER

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| <p>Professional Qualifications A degree Qualified teachers' status SENDCO Award Evidence of sustained and recent professional development</p> | <p>Letter of Application and certificates</p> |
| <p>Experience Minimum of three years successful classroom teaching experience Minimum of one years' experience as special educational needs coordinator Experience of consistently providing good / outstanding teaching Experience of planning motivating, engaging lessons using National documentation and guidance for children with SEND. Experience of leading a successful school improvement initiative in a constructive manner Experience in the use of school self-evaluation strategies Experience of leading and managing a team of people Be able to provide evidence of having positively influenced the quality of teaching and learning in current post. Experience of working effectively with a variety of stakeholders. Experience of effective working practices for the inclusion of all children including those with special educational needs</p> | <p>Letter of Application / References and Interview Observation of teaching</p> |
| <p>Knowledge and Understanding Knowledge of current developments in education and the implications of these on curriculum organisation and development Understand the characteristics of an effective school Understanding of the characteristics of effective learning. Awareness of the strategies for raising pupils' achievement Knowledge and understanding of the Code of Practice for SEN and its application Knowledge of effective behaviour management strategies. Knowledge of effective interventions to support pupils at various stages of the Code of Practice.</p> | <p>Letter of Application and interview</p> |
| <p>Skills Be able to sensitively manage and lead the implementation of change Be able to lead and also be a member of effective teams Be able to monitor, evaluate, review and lead by example Good levels of ICT skills Good written and verbal skills in order to be able to relate effectively to pupils, parents, staff and governors An ability to motivate and support staff in order to raise achievement and standards of attainment An ability to motivate and support the training of staff. Have proven ability to manage workload effectively and to meet deadlines</p> | <p>Letter of Application, references and interview</p> |
| <p>Personal Qualities Passionate about teaching and learning and believes that they can make difference to outcomes for all pupils Commitment to inclusion for all A positive and resilient individual who can work with drive, integrity and independence Has a collaborative working style An effective organiser who can get the most from human and material resources through their development and deployment Prepared to be involved with the whole life of the school</p> | <p>Letter of Application and interview</p> |