

NORTH RIDGE HIGH SCHOOL

JOB DESCRIPTION: TEACHER –ASSISTANT HEAD TEACHER

Post: Teacher Assistant Head Teacher - Head of Key Stage 4 (This job description should be read in conjunction with the job description for subject co-ordinator) –(L9-12)

Reporting to: The Head teacher and the Deputy Head teachers

Main Purpose of Post

To teach pupils and student in the age range 11 – 19 years who have severe, profound or complex learning difficulties. You will lead and manage Key Stage 4 and work as part of the senior management team at North Ridge High School.

Main Tasks as a teacher:

The professional duties of a teacher are those set out in the Teachers Pay and Conditions of Employment Act, together with the additional duties set out by the Governor of the School.

1. To promote all policies set out by the Governors of the School.

Teaching and Learning

2. To assess the needs of pupils/students and plan individual learning targets to their needs.
3. To assess the effectiveness of the individual targets you have set.
4. To teach groups of pupils/students and subjects as required.
5. To lead and co-ordinate the work of the staff in your class.
6. To make use of the resources within the community by organising education visits to support areas of the curriculum.
7. To attend, as required, appropriate meetings about pupils/students you teach.
8. To use ICT to support teaching and learning in all areas.

Tutor Role

10. To ensure individual targets are set in each curriculum area each term and that the end of year report is completed for all pupils/students in your tutor group.
11. To lead the person centred review for pupils/students in your tutor group.
12. To ensure that staff throughout the School understand the behaviour, feeding and other specific needs of pupils/students in your tutor group.
13. To attend, as required, appropriate meetings about pupils/students in your tutor group.

Record Keeping

14. To use ICT to keep pupil/student records up to date by implementing the record keeping systems used in School.
15. To use ICT to write reports concerning pupils/students you teach who are in your tutor group.

Home/School Links

16. To maintain contact with parents/carers through the home-school diary and other contact.
17. To be present and contribute to parents' meetings, parents evenings and open days for parents.

Staff Development

18. To take an active part in the School's Staff Development Programme.
19. To take part in a Professional Development Review with the Performance Management Cycle.

Inclusion

20. To be actively involved in promoting and supporting inclusive experiences for all pupils both within North Ridge High School and in the local mainstream high school and local community.
21. To be able to lead relevant sessions in a mainstream high school if required.

General

22. To be aware of and follow the School's Health and Safety Guidelines.
23. To understand and actively promote the School's Equal Opportunities Policy and guidelines.

Management

- To work with the senior leadership team to develop effective communication systems that enhance and support the team.
- To attend and contribute to regular leadership team meetings.
- To develop and manage good team work in Key Stage 4
- To manage and co-ordinate Key Stage 4 team meetings.
- To manage the budget for Key Stage 4.
- To take an active part in the School's staff development programme.
- To manage and co-ordinate Key Stage 4 curriculum and the accreditation for Key Stage 4 pupils
- To manage, co-ordinate, monitor and evaluate the work of teachers, support staff and pupils in Key Stage 4.
- To develop links with local mainstream schools and local sector colleges to ensure inclusion activities are provided for Key Stage 4.
- To co-ordinate and liaise with Key Stage 3 to plan for the smooth transition of Year 9 pupils to Key Stage 4.
- To manage and co-ordinate links with Key Stage 4 parents and carers.
- To manage and co-ordinate Key Stage 4 transition to 6th form.
- To work in collaboration with the Head of 6th form to provide advice and guidance to pupils and their parents around Careers education and to offer opportunities for work experience.

Specific Responsibilities as subject Co-ordinator – Subject to be agreed

1. To write a policy and scheme of work and update it according to the needs of the pupils and any changes in QCA guidance.
2. To co-ordinate the spending of the budget.
3. To update the curriculum Action plan annually.
4. To maintain an up to date list of curriculum resources.
5. To organise training for staff in the area of the curriculum.
6. To support teachers in planning lessons.
7. To monitor teaching of the curriculum area across the school to evaluate training needs, changes to the Scheme of Work and additional resources required.
8. To attend courses in the area of curriculum to update skills and cascade to other staff in school

PERSON SPECIFICATION- ASSISTANT HEADTEACHER – HEAD KS4

<u>Minimum essential requirements</u>	<u>Method of assessment</u>
<u>SKILLS AND KNOWLEDGE</u>	
1. The ability to assess the educational needs of pupils with learning difficulties.	Application form and interview
2. The ability to plan individual learning targets, group work and class work that will be carried out personally and by other staff.	Application form and interview
3. The ability to communicate effectively with colleagues, parents, pupils and professionals.	Application form and interview
4. The ability to organise a classroom to ensure a stimulating and appropriate learning environment which uses the resources within the school.	Application form and interview
5. The knowledge to teach the North Ridge Curriculum	Application form and interview
6. The ability to lead a class team as part of a department team.	Interview
7. To have commitment to inclusion for pupils with at North Ridge	Application form and interview
8. To have knowledge of recent developments in education and understand what a KS4 curriculum should be	Application form and interview
9. To use ICT to support teaching and learning and record keeping	Application form and interview
10. The ability to support and advise other colleagues on the strategies to use when teaching pupils with SEN. and understand the importance of working collaboratively with colleagues, training providers,	Application form and interview
11. The ability to lead a department of teachers and teaching assistants,	Application form and interview

motivate and have a clear vision.	
12. The ability to make a substantial contribution to the ESLT work in the journey of developing and improving and providing the best for the pupils at North Ridge.	Application form and interview
<u>EXPERIENCE/ QUALIFICATIONS/ TRAINING</u>	
11. To have a teachers qualification recognised by the DFE	Application form
12. To have experience of appropriate assessment of learning difficulties and teaching pupils 11 – 19 years.	Interview
13To be physically able to use positive handling when required.	Interview
14To be willing to work with pupils between the ages of 11- 19 years.	Interview
15To have experience of working with pupils who have severe and complex learning needs..	Application form and interview
16To be willing to attend relevant courses and take place in the school PDP.	Interview