

## Job Description – Orchard and Shepherdswell Academy

<b>Job title:</b>	Assistant Head Teacher with responsibility for Inclusion
<b>Responsible to:</b>	Executive Headteacher and Head of School
<b>Liaising with:</b>	Senior leadership team, teachers, parents/carers, support staff, local advisory board and governors.
<b>Pay range:</b>	L1-L3
<b>Contract terms:</b>	Permanent – Full Time



All staff should be committed to the school and East Midlands Academy Trust's purpose to provide a relentless focus on outstanding leadership and management and excellent teaching. East Midlands Academy Trust is committed to support school leaders, teachers and support staff to be the best they can be.

The Assistant Headteacher will work with the Headteacher and Local Advisory Board and Governing Body to maintain an environment that promotes and secures excellent teaching and learning, high standards of achievement and excellent behaviour.

### Role of Assistant Headteacher

- Work with leaders at all levels to continually improve provision for all pupils including those with SEND, EAL and or who are disadvantaged.
- Provide a clear inclusive educational direction for the schools.
- Contribute to the establishment and maintenance of policies that promote effective professional practice and define curriculum content.
- Work in partnership with the Executive Headteacher, Heads of School and senior leadership team in the assessment of pupils and in monitoring and evaluating the quality of education.
- Create and maintain an effective partnership with parents to improve pupils' well-being, achievement and personal and social development.
- Have a clear overview of the effectiveness of the curriculum across the schools and work with subject leaders, SENCO and pastoral teams to ensure all pupils can access it.
- Have a commitment to continually improving the adaptation of teaching and learning and the curriculum across the school to promote strong outcomes for all pupils.
- Be the designated safeguarding lead.



**In addition to carrying out the professional duties of a teacher, the Assistant Head Teacher will:**

- Play a key role in the leadership of Shepherdswell and Orchard Academy.
- Work alongside the Executive Headteacher and Heads of School to enhance a positive, open, collaborative, coaching culture.
- Work in partnership with the Head Teacher to sustain an ethos where there is a continuous drive to improve standards (academic and holistic) through a purposeful and ambitious curriculum and adaptive teaching and learning.
- Assume the duties of the Head of Schools in their absence.
- Contribute to the creation, implementation and monitoring of the Academy Improvement Plan.
- Work with all staff in developing the long, medium and short term objectives of the Academy Improvement Plan and subsequently communicate developments accordingly.
- Contribute to the planning of effective organisational and administration systems.
- Support the Executive Headteacher and Heads of School to ensure professional duties are fulfilled as specified in the terms and conditions of service for teachers.
- Working with other leaders, plan, allocate, support and evaluate the work undertaken by teaching and support staff as groups, teams and individuals.
- Support the Executive Headteacher and Heads of School in analysing staff performance through the use of appraisals.
- Provide opportunities that engage parents in pupils' learning.
- Motivate and enable all staff to develop expertise in their respective roles through continuing professional development.
- Provide information, objective advice and support to the Local Advisory Board and Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improve standards.
- Contribute to the creation and development of a school in which all staff recognise that they are accountable for its success.
- Motivate and inspire staff to continually improve their practice.
- Contribute to the establishment and monitoring of systems that keep parents well informed about the curriculum, and pupils' achievement.

**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

***Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.***

NB: The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

## Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and pupils.

## Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

## Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

Compiled by: <b>HR / Headteacher</b>	Revision Number: v1
Approved by Headteacher:	Revision Date: __/__/__
Approved by HRBP:	Date: __/__/__
Signed by Post holder:	Date: __/__/__

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**  
**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**