**Head of Lower School - Job Description**

General Purpose of Job:

To ensure the smooth running of Lower School through liaison with the Deputy Headteacher and Headteacher.

To ensure the education and welfare of Lower School pupils, having due regard to the School Development Plan and the school’s aims, objectives, and school policies.

To share in the corporate responsibility for the wellbeing and pastoral care of all pupils throughout the school.

To carry out reasonable instructions given by the Deputy Headteacher/Headteacher.

Leadership and Management Duties and Responsibilities:

* To ensure the continued development of the school and make a significant contribution to high quality organisation, leadership, and management, working in conjunction with the teachers, SENCo, Deputy Headteacher and Headteacher.
* To ensure the smooth running of Lower School through liaison with the Deputy Headteacher and Headteacher – organising staff and resources for Lower School as required on a day-to-day basis.
* To co-ordinate joint activities throughout Lower School, including meetings, curriculum planning and organising timetables and staffing.
* To communicate with and report to the Deputy Headteacher and Headteacher about developments concerning Lower School, pastoral, curricular and organisational.
* To support the SENCo in preparing for Annual Reviews across Lower School to ensure high quality returns are made to families and the Local Authority.
* To deputise as necessary for the Deputy Headteacher in their absence.
* To assist in the organisation, development and maintenance of communication systems within the school.
* To play an active role in the Line Management and Performance Management/ Appraisal process for Teachers, Senior TA’s and TAs.
* To participate in and take a role in school-based in-service training (INSET).
* To promote effective collaboration between staff across both school sites, to ensure coherent planning, consistency of educational opportunities for pupils and high standards of teaching and learning.
* To support with the day-to-day management of staff within Lower School, including arranging cover for staff absence.
* To monitor staff attendance in Lower School with the Deputy Headteacher/ Headteacher and to address these issues effectively as they arise.

Management of Teaching and Learning:

* To take lead responsibility for a small class, undertaking a teaching commitment as appropriate, to promote excellent classroom practice and sustain curriculum innovation.
* To deliver and model outstanding teaching and best practice within Lower School on a consistent basis.
* To have clear intentions for pupils’ learning, using knowledge of their SEND and school policy and curriculum to plan differentiated work to meet the needs of individuals and groups, promoting progression, continuity and quality of learning.
* To use a variety of suitable teaching and learning styles and to communicate clear learning objectives and expectations.
* To support the management of pupils’ behaviour taking into account their personal, social and emotional needs and their SEND.
* To use relevant classroom management strategies to ensure that a purposeful environment for teaching and learning can take place and to lead by clear example in this regard.
* To promote pupils’ spiritual, moral, social and cultural development and contribute to the positive ethos of the school.
* To assist Lower School teachers to plan effectively for individual children in a bespoke and creative way.
* To ensure that each pupil has high quality records of achievement and clear and well-documented indicators of progress.
* To assist teachers with report writing and the writing of high-quality pupil targets and IEP’s, ensuring they are monitored and quality assured.
* Play a key role in the monitoring of quality within Lower School, undertaking observations and learning walks as appropriate.
* With the Deputy Headteacher and Headteacher, oversee and evaluate Lower School teachers’ planning and assessment and offer support as appropriate.

Management of People, Pupils and Resources:

* To establish and maintain a positive regard towards both pupils and staff, acting as a professional role model at all times.
* To lead and work as a member of a team, planning co-operatively, sharing information, ideas and expertise.
* To promote links between the school and pupils’ families, external agencies and the wider community.
* To establish good relationships with parents and carers to promote pupils’ learning and development.
* To organise and maintain a stimulating, attractive and purposeful working environment appropriate for SEND pupils.
* To ensure that resources are organised and readily available to promote learning and to assist in the efficient deployment of resources in the school.
* To oversee the probation and induction programmes of new staff within Lower School.
* With the Deputy Headteacher and Headteacher, monitor pupil attendance within Lower School to implement school policy in order to reduce pupil absence.

**Head of Lower School**

**Person Specification**

Qualifications/Experience:

* Qualified and experienced Primary teacher
* Qualified to degree level
* Right to work in the UK
* Evidence of recent and relevant professional development
* Additional relevant qualification in the field of SEND desirable but not essential.
* A proven track record of recent and successful teaching of children with learning disabilities and complex needs, including autism and behaviours that challenge.

Abilities, Skills & Knowledge:

* Evidence of an excellent understanding of theory and best practice pedagogy, particularly as it relates to achieving high rates of progress for young people with learning disabilities.
* Evidence of a deep knowledge of the core curriculum and high-quality curriculum delivery relating to pupils with learning disabilities and complex needs.
* Evidence of excellent subject knowledge in English and Maths and of good knowledge for other foundation curriculum subjects, and the high-quality delivery of this.
* An understanding of equality of opportunity issues and how they can be effectively addressed in schools in order to promote achievement.

Knowledge, Understanding and Experience (Leadership and Management):

* Evidence of the ability to lead, manage, motivate, and enthuse teachers and support staff within a team context.
* Evidence of the ability to provide a consistent model of best practice and the highest standards within own and others’ classrooms.
* Ability to take a leading role in the development and promotion of a school curriculum and ethos that promotes high achievement for all pupils.
* Excellent communication skills, including with pupils, families, other staff, and external agencies.
* Ability to be creative, flexible, accessible, and approachable.

Other Skills and Abilities:

Demonstrate the skills of good and outstanding teaching, including ability to:

* Interest, encourage and engage pupils.
* Provide appropriate levels of challenge, so that pupils make good progress.
* Use methods and resources that enable all pupils to learn effectively.
* Use assessment information effectively to plan next steps in children’s learning
* Make effective use of time.
* Secure high standards of behaviour.
* Make effective use of teaching assistants and other support.
* Enable pupils to acquire new knowledge and skills.
* Enable pupils to develop the skills to work independently and collaboratively.
* Enable pupils to develop self-esteem and respect for others.
* Create a well organised, stimulating learning environment.