



Comet Nursery School and Children's Centre

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Headteacher: Lisa Clarke

Job Description

Post Title: Assistant Head Teacher

Grade: Leadership 1-5

Responsible to: Headteacher

Purpose of the role

To work with the Headteacher in all aspects of leadership and management and take responsibility for the SENDCo role.

Main Duties:

1. To assist the Headteacher in the leadership and management of the school, including managing staff and resources and in all aspects of school improvement, including taking full responsibility for the school/centre in the absence of the Headteacher.
2. To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Headteacher.
3. To carry out the duties of the SENDCo and lead a team of Learning Support Assistants.
4. To carry out teaching duties as required.

Specific Responsibilities

Leadership and Management:

1. To assist the Headteacher in shaping a vision and direction for the school, having very high expectations and with a clear focus on early education and care.
2. To play a significant role in setting aims and objectives for the school and in formulating the School and Children Centre Development Plan (SCCDP) along



with the Headteacher, governors and other staff. To take responsibility for developing and monitoring policy and practice as laid out in the SCCDP.

3. To inspire, motivate and influence staff and children taking a lead role in maintaining the highest standards of teaching and learning.
4. To provide an excellent role model for all members of staff and for children in all aspects of school life. To be an exemplar of all school policies and practices.
5. To actively promote the aims and ethos of Comet. To offer guidance and support to colleagues.
6. To be aware of health and safety issues as they arise in the school.
7. To support teaching and other students and liaise with the relevant bodies to support their training.
8. To take responsibility for leading and managing the early years curriculum across the school.
9. To make a significant contribution to the school's continuing professional development programme, delivering INSET, leading staff meetings and working with individuals and teams in a variety of professional development activities.
10. To assist the Headteacher in school self-review and evaluation (SEF) and in the effective planning and management of school resources including the school budget to secure improvements.
11. To maintain an informed view of standards and of the quality of teaching across the school by monitoring planning, teaching and children's assessments and progress.
12. To actively promote equality and inclusion by ensuring the curriculum provides the best possible education and care for all its pupils, taking into account ethnicity, gender, Special Education Needs and disabilities and children learning English as an additional language.
13. To assist the Headteacher in all aspects of the day to day administration and organisation at Comet such as rotas, staffing etc.
14. To participate in the recruitment and selection process.

Teaching and Learning

1. To carry out teaching duties providing a model of excellence for colleagues.
2. To provide leadership and support for colleagues (teachers and support staff) with regard to teaching and learning and the curriculum.



3. To work effectively with parents and carers to develop good home learning partnerships between school and home in order to improve teaching and learning.
4. To work with the Headteacher in taking a lead role in the management of the school database of groups and individual children's attainment and progress.

Special Educational Needs

1. To lead on the provision, progress and analysis of all children with SEND.
2. To provide termly updates on all children with SEND, to ensure strategies are in place to enable children to progress in their learning.
3. To lead and co-ordinate all related SEND meetings, including support plan reviews, EHCP meetings, and Annual Reviews which ensure all children are making substantive progress.
4. To establish close links with families of children with SEND.
5. To work with external agencies in order to effectively meet the needs of children with SEND.
6. To support staff in early identification of pupils who may have SEND.
7. To organise and evaluate the impact of additional provision for pupils with SEND.
8. To lead or arrange INSET as appropriate on SEND related issues.
9. To allocate and manage resources for children with SEND.
10. To liaise with other settings at the point of transfer.
11. To advise colleagues on strategies to adopt when working with children

Other duties and responsibilities

1. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
2. To prepare and present reports, as required to, e.g. governors, Hackney Education, parents, outside agencies.
3. To attend meetings (such as governor or parent information sessions) during evening hours, at weekends or in school holidays, as required.
4. To be organised in your approach to the role and meet deadlines that have been set.

Key organisational objectives

The Post holder will contribute to Comet's objectives in service delivery by:

- Following health and safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's equalities framework
- Commitment and contribution to improving standards for children's as appropriate
- Contributing to the maintenance of a caring and stimulating learning environment for pupils
- Commitment to the agreed Comet Staff Values

Special Conditions of Service

The Post holder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and /or Committee Meetings, etc.) with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

Because this post allows substantial access to children, candidates are required to have an enhanced DBS check.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Hackney Education and Comet Equalities policy.

Person Specification

Qualifications	Essential	Desirable
To hold a teaching certificate in Education which is recognised by the DFE	✓	
To have evidence of continuing professional development relevant to the post	✓	
To hold the National SENDCO award		✓
Experience relevant to the post		
Significant and successful experience of teaching in the early years and leading teams of practitioners	✓	
A proven track record of raising attainment and evidencing progress in young children	✓	
Significant and successful experience of leading aspects of the curriculum	✓	
Experience of contributing to school development, as a member of a leadership and management team		✓
Experience of supporting/mentoring colleagues in order to support professional development and school improvement		✓
Successful experience of improving the quality of teaching and learning, through monitoring and support		✓
Experience of managing and using children's attainment and data-tracking systems	✓	
Experience of developing and leading staff development programmes for teachers and support staff		✓
Experience of initiating and implementing strategies to improve parental involvement in their children's learning	✓	
Professional Knowledge and Understanding		
Knowledge of equality and inclusion issues and how they can be addressed in the school/centre	✓	
An excellent understanding of current theory of best practice in early years teaching and learning and commitment to the principles of early childhood education	✓	
A good understanding of effective leadership and management in relation to raising children's attainment and school development	✓	
An understanding of the importance of the culture and ethos of the school/centre	✓	

Good understanding of how opportunities can be made to enrich and enhance the curriculum to address the needs of all children	✓	
Good up to date understanding of child protection issues and procedures and the ability to take the lead in safeguarding	✓	
An understanding of the role of parents and the community in school improvement and how this can be promoted and developed	✓	
A good understanding of how to lead and develop a multidisciplinary team	✓	
Good understanding of statutory requirements of the EYFS	✓	
Professional Skills, Abilities and Personal Qualities		
Formal recognition as an outstanding teacher	✓	
Ability to provide a model of best practices, through teaching in own or others classrooms	✓	
To demonstrate leadership qualities, including energy, resilience and the ability to enthuse and motivate others	✓	
To be able to articulate a clear vision for high quality education in a diverse, urban context	✓	
To have a good personal presence, good communication skills and a sense of humour	✓	
To be able to communicate clearly both orally and in writing with a wide range of audiences, including children, parents and carers, governors, staff and outside agencies	✓	
To relate well to children and be responsive to their needs	✓	
To be able to develop and maintain effective relationships with all members of the school community and outside agencies	✓	
To be approachable, accessible and flexible	✓	
To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines	✓	
To have good analytical skills, being able to synthesise complex information, summarise, draw appropriate conclusions and make decisions	✓	
To be able to understand, interpret and present school performance and financial data	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
Have a commitment to Comet's vision and values	✓	