
Head Teacher: Mrs Helen Phillips; BA (Hons), PGCE, MEd, NPQEL
Deputy Head: Mrs Lisa Kay; BEd (Hons), NPQH

JOB DESCRIPTION

Job Title: Assistant Head Teacher – Inclusion and SENDCo

Salary Grade: Leadership Scale Range (points 7 - 11)

Accountable to: Head Teacher

Post Objectives

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for assistant head teachers and the school's own policy
- Be an active member of the Senior Leadership Team and assist the Headteacher in leading the school
- Under the overall direction of the Head Teacher play a lead role:
 - in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
 - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
 - proactively manage staff and resources
- To act as the school SENDCo
- The provision of professional and supportive leadership and management for Inclusion across the school, ensuring that SEND, vulnerable and disadvantaged pupils achieve their best.
- Carry out the professional duties of a teacher as required
- Take responsibility for child protection issues as appropriate in the role of Deputy Designated Safeguarding Lead (see appendix)
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Other Considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their own continuous development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

PRINCIPAL DUTIES AND RESPONSIBILITIES

In addition to carrying out the professional responsibilities of a teacher as outlined in the STPCD, the post holder will undertake the following duties:

Shaping the future

- As part of the SLT, help to develop and implement an ambitious vision and ethos for the future of the school

- Assist in the school improvement and school self-evaluation planning process
- As part of the SLT, manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- As part of the SLT, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken in to account

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work as part of the SLT to raise standards through staff performance management
- Assist in the development and delivery of training and support for staff
- Assist in the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the Head Teacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- As part of the SLT, take part in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Ensure, through leading by example, the active involvement of pupils and staff in their own learning
- Lead and manage the provision of consistently high standards of teaching and learning across the whole school (including management of staff as appropriate) for children with SEND, ensuring effective initiatives and best practice are embedded across all Key Stages.

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Head Teacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including Inclusion and SEND.
- Work with the Head Teacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all identified support and teaching staff

Managing the organisation

- Lead regular reviews of SEND and Inclusion to ensure statutory requirements are being met and improved on where appropriate

- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working as part of the SLT, undertake key activities related to professional, personnel and HR issues
- Ensure a consistent approach to standards of attendance and punctuality is implemented across the school
- Be a proactive and effective member of the senior leadership team
- Support the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Head Teacher
- Comply with all school policies and procedures including Safeguarding, Health and Safety, Confidentiality and Data Protection.

SENDCo responsibilities

- Lead and manage the provision of consistently high standards of teaching and learning across the whole school (including management of staff as appropriate) for children with SEND, ensuring effective initiatives and best practice are embedded across all Key Stages.
- Develop the school's SEND policy; ensure that it is put into practice, and that the objectives of this policy are reflected in the school improvement plan.
- Maintain an accurate SEND register and provision map, and monitor the effectiveness of the provision provided to ensure that it meets the needs of the individual pupil.
- Review and analyse assessment data for pupils with SEND: setting targets, planning strategies and interventions to ensure all children are appropriately challenged and achieving appropriate levels.
- Report termly to Head Teacher and Governing Body on the SEND provision, including quality and standards achieved, special projects/events and key targets for development.
- Manage the day-to-day issues related to the SEND provision, liaising with other colleagues, ensuring issues are resolved quickly and effectively.
- Review the Education, Health and Care Plans with parents or carers and the pupil.
- Research developments proactively in order to enhance the SEND provision; to set up key initiatives and strategies which will lead to raised standards, inspirational and creative teaching and learning, and motivated staff across the whole school.

Inclusion

- Promote the inclusion of pupils with SEND or vulnerable and disadvantaged pupils in the school community, and ensure equal access to the curriculum, facilities and extra-curricular activities.
- Report on, discuss and review the quality of teaching and learning, standards and whole school practice for pupils with SEND or vulnerable and disadvantaged pupils, and ensure the effective implementation of agreed actions and decisions.
- Work with the Headteacher, governors and trust to ensure the school meets its responsibilities under the Equalities Act 2010 in terms of reasonable adjustments and access arrangements.

Securing accountability

As part of the Senior Leadership Team:

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards;
- Support the Head Teacher in reporting the school's performance to its community and partners;
- Promote and protect the health, safety and wellbeing of pupils and staff;

Safeguarding

- To be a Deputy Designated Safeguarding Lead, and carry out the duties of this post in line with the schools' Child Protection and Safeguarding Policy and the appendix DDSL JD.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Strengthening community

As part of the Senior Leadership Team:

- Develop policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

This job description is not your contract of employment. It will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Head Teacher in consultation with the post-holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out any other duties as reasonably directed by the Head Teacher; however the responsibility level should not exceed those outlined above.

Name of Postholder

Signature Date