**Job Description**

**Assistant Head: SENCo & Resource Provision Lead**

**Post**

This is a senior leadership post within our school’s structure, which carries significant responsibilities including working as part of the Senior Leadership Team.

In addition to QTS, from 1 September 2009, schools have been required to ensure that new SENDCOs hold the National Award for SEND Co-ordination or are working towards it. Applicants for this role must show a commitment to undertake this award – School will support you with this however some modules may be out of school hours.

**Accountable to:**

Executive Headteacher, Head of School and Academy Councillors (governors)

**Responsible for**:

1. Outcomes for children with SEND and within the Resource Provision in school
2. Effective implementation and leadership of the Resource Provision and SEND provision across school
3. Lead and contribute to school improvement

**Main Purpose**

**The Assistant Headteacher will:**

* Undertake the normal responsibilities of the class teacher
* Be a member of the school’s leadership team and report directly to the Head of school, Executive Headteacher
* Assist the Head of School in leading and managing the school strategically
* Assist the Head of School in the smooth day to day running of the school and taking responsibility for SEND and the Resource Provision
* Be the first point of contact after the classteacher for parents, children and other staff.
* Undertake such duties as are delegated by the Head of School.
* Play a major role under the overall direction of the Head of school / EHT in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:-
	+ Establishing the policies through which they shall be achieved
	+ leading and managing staff and resources to that end
	+ monitoring progress towards their achievement.

**Responsibilities**

**Assistant Head:**

**Strategic Leadership and internal organisation, management and control of the school.**

To contribute to:

* Maintaining and developing the ethos, values, vision and overall purposes of the school, lead by example in a way that motivates all involved in school life to achieve their full potential.
* To contribute to school and planning improvement which will translate into school aims and policies into actions
* Formulate action plans and monitor and evaluate progress against clearly stated and measurable success criteria. Use action plans to support the whole school improvement plan as well as identifying future priorities for development.
* Implement the trust board’s policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
* Contribute to the efficient organisation, management and supervision of school and routines and staff which enables the smooth running of the whole provision on a day to day basis.
* Provide accurate and timely information as required by the Head of school / EHT

**The leadership and management of staff**

* To be responsible for the line management and performance management of an identified team of staff.
* Ensure that school policies and procedures are adhered to by staff in their team and across the school.
* Monitor staff’s performance and have an accurate understanding of staff’s individual strengths and areas to be developed.
* Ensure all staff deliver lessons that are at least good.
* Design personalised CPD for staff.
* Provide data and reports on Teaching and Learning and staff performance for the Head of school / EHT.
* Design and implement induction programmes for new staff
* Participate in the recruitment and development of teaching and non-teaching staff of the school.
* To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
* To participate in arrangements for the appraisal of the performance of teachers.
* To ensure the provision of high quality continuous professional development of staff including, professional advice, support, coaching, monitoring, facilitating and leading meetings and Inset.

**Management of your own performance and development and management of resources:**

* Prioritise your own work and manage time effectively
* Be accurate in your evaluation of your own performance developing your strengths further and actively addressing your identified areas for development.
* Accessing development opportunities externally.
* Be able to work under pressure, plan appropriately and meet deadlines.
* Be able to respond appropriately within the established school policy and guidelines to immediate and urgent needs from staff, parents and children.
* To be efficient and organised and be able support others in being efficient and organised.
* Have high standards and lead by example when organising the learning environment and physical spaces across the school in which children and adults work.
* Establish staff and resource needs and advise the Executive Head and Head of school of likely priorities for expenditure.
* To allocate, deploy and maintain resources and personnel with maximum efficiency to meet the aims and objectives of the school and to ensure value for money.

**SENCO Responsibilities:**

* Work with the DSL to support the safeguarding and welfare of pupils
* To take responsibility for the day to day operation of provision made by the school for pupils with SEND and Pupil Premium/PP+ and provide professional guidance in the area of INCLUSION / SEND, in order to secure high quality teaching and learning and the effective use of resources to bring about improved standards of achievement for all pupils.
* To interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum and its impact on the school SEND policy, with the aim of improving teaching and learning across the school.
* To network and liaise with SENCOs across the cluster, and wider afield to ensure a consistency of approach and practice, regarding transition etc.
* To work in partnership with all relevant outside agencies to secure the best possible provision, and where necessary, create effective EHAs, ILPs and Education Health Care plan applications to ensure pupils’ needs are met.
* To attend/facilitate TAS/TAC & EHC review meetings as appropriate, feeding back to SLT
* To supervise support staff including TAs delivering intervention groups.
* To provide coaching, mentoring and the development of all staff for SEND and Inclusion, evaluating impact on teaching and learning.
* To develop, implement, monitor and maintain the policy for SEND/INCLUSION and practices which reflect the school’s commitment to high achievement and which are consistent with national and school strategies and policies.
* To manage referrals to outside agencies such as speech and language, occupational therapy, Educational Psychology and CAMHS
* To work alongside the SEND governors keeping him/her informed of all relevant information.
* To monitor, evaluate and report on the progress, interventions and attainment of Pupil Premium children to the SLT and Academy Councillors termly.

**Resource Provision Lead Responsibilities:**

* To carry out duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.
* To carry out the duties of a general class teacher as detailed in the school’s class teacher job description.
* To lead the strategic direction and development of the Resource Provision
* To develop and share teaching and learning strategies which enhance the ability of pupils to focus on their leaning and take ownership of their own progress
* To monitor, assess, record and report on the individual attainment and progress of pupils within the RP
* To promote, develop and sustain strong collaborative professional partnerships with all key stakeholders, including parent/carers and external professional agencies
* To promote and support the shared values of the Trust
* To work collaboratively with a broad range of professionals, parents, voluntary and other agencies to ensure that the school and provision and its pupils have access to all opportunities in the field of ASC support
* To lead and manage the work of the RP on a day-to-day basis including line management of staff working within the RP
* To manage the provision of effective learning by planning lessons for individual children and groups of children within the RP
* To devise and maintain children’s individual timetables ensuring outcomes and provisions are met as stipulated in the individual child’s Education Health and Care Plans
* Ensure parent/carers are well informed about the curriculum, targets and pupils’ progress through regular Assess, Plan, Do Review meetings and Annual Reviews
* Attend and contribute to Local Authority RP network meetings
* Implement policies and practices which reflect the school’s commitment to Inclusion through effective teaching and learning
* To support the wider school - Outreach provided on topics/children related to ASC/DLD including the delivery of whole school training
* To promote positive links and understanding between pupils within the mainstream classes and the specialist provision, including the development of social and nurture groups

**Accountability for leading, managing and developing the inclusion of SEND pupils across the school, including the Resource Provision, securing impact on educational progress for all:**

* Review and update policies and documentation relating to inclusion and SEND
* Line Manage/Appraise and direct the work of identified teaching assistants
* Develop and implement systems for recording, monitoring and evaluating individual pupils’ progress within the RP and across the school for identified groups, highlighting trends and areas for improvement through detailed analysis e.g. provision mapping
* Monitor and evaluate the quality of teaching and standards of achievement/attainment for pupils with SEND, setting targets for improvement, providing an effective role model in terms of your own inclusive practice.
* Lead staff in developing their knowledge, skills and understanding of inclusion.
* Identify resources needed to meet the needs of pupils with SEN and advise the Head of School and Academy Councillors of priorities for expenditure.
* Evaluate planning across the whole school, ensuring that adaptive teaching is appropriate to ensure that there will be impact on learning through: e.g. the monitoring of objectives, assessments, targets, outcomes and record keeping for vulnerable children
* Plan, delegate and evaluate work carried out by Teaching Assistants and ensure a consistent approach regarding SEND across the school liaising with other Assistant Heads to define successful interventions – model excellent classroom practice within the RP and beyond where necessary
* Organise transition arrangements for pupils moving from one phase of their education to another
* Oversee the induction of new pupils to the Resource Provision and those with SEND across school
* Promote a creative and collaborative working environment, providing constructive and developmental feedback on a regular basis for all staff.
* Create, maintain and enhance effective relationships including positive partnerships with parents and with external agencies.
* Identify resources needed to meet the needs of pupils with SEND/Pupil Premium through annual strategic action planning and advise the Head of School and Academy Council of priorities for expenditure.
* Monitor and control the use of these resources and analyse how effective their use is for the groups identified.
* Support members of staff by maintaining a high profile and facilitate engagement with parents for all children on the SEN register or eligible for pupil premium/PP+.