



ODYSSEY EDUCATIONAL TRUST

Main Street, Humberstone, Leicester, LE5 1AE

JOB DESCRIPTION

POST:	Assistant Head Teacher – SENCo, Safeguarding and Inclusion
Responsible to:	Executive Head
School:	Odyssey Educational Trust - Humberstone Infant and Junior Academies
Job Title:	Assistant Head Teacher – SENCo, Safeguarding and Inclusion
Grade:	Leadership L4 – L8
Hours:	Full time – Permanent

THE ROLE OF ASSISTANT HEAD TEACHER

The SEND and Inclusion Assistant Head Teacher, in collaboration with the Senior Leadership Team, plays a key role in determining the strategic development of the SEND policy and provision in the school, to raise achievement of children with SEND. The SENCo takes day to day responsibility for the operation of the SEND/ LAC/Inclusion policies, and leads the provision made for individual children within these groups, working closely with staff, parents and carers and other agencies. The SENCo will provide related professional guidance to colleagues with the aim of securing high quality teaching and outcomes for children within identified groups.

The SEND and Inclusion Assistant Head, with the support from the Executive Head and Heads of School seeks to develop effective ways of overcoming barriers to learning and sustaining effective teaching through analysis of assessment of children's needs, by:

Main purpose

The Assistant Headteacher will support the Executive Head and Heads of Schools in:

- Communicating the school's vision compellingly and supporting the Executive Head's strategic leadership.
- Monitoring progress of objectives and targets for pupils with SEND from teachers' plans, evaluating the effectiveness of teaching and learning by work analysis and using these analyses to guide future improvements.
- Collaborating with the wider SLT so that the learning for all children is given equal priority, and available resources are used to maximum effect.
- Overseeing the day-to-day operation of the school's SEND/LAC/ and Inclusion Policies.
- Providing the full range of responsibilities of the DSL role as part of the Safeguarding and Pastoral Team.
- Leading and co-ordinating provision for children with Special Educational Needs and Disabilities.
- Overseeing all inclusion related record keeping and monitoring evidence.

- Contributing to the professional learning of staff, inclusive of the wider SLT.
- Liaising with external agencies including the LA's support and educational psychology services, health and social services and voluntary bodies.

The SEND and Inclusion Assistant Head is committed to:

- Securing and delivering the key functions of the school.
- Carrying out professional duties of a teacher as described in part 10 of the school Teachers' Pay and Conditions Document, including those duties particularly assigned to him/her.
- Being determined to ensure all pupils under their care make good progress or better, are engaged and are ready for the next stage of their development.
- Promoting the fundamental core belief that all children can learn and achieve, regardless of background, ability or previous experiences.
- Providing an example of excellence as a leading classroom practitioner and coach, inspiring and motivating other staff members.
- Achieving the highest standards throughout this phase of leadership and acting as a good role model to colleagues.
- Demonstrating an expert practitioners understanding of how children learn most effectively.
- Engaging the whole school community in issues relating to Inclusion.

OTHER DUTIES

- To co-ordinate all annual reviews and attend/chair where necessary.
- To attend daily and weekly meetings, in accordance with school policy, and to lead such meetings as required.
- To lead whole-school assemblies and to support other staff with assemblies.
- To prepare and present reports, as required by the Executive Head, to Trustees, parents and other relevant outside agencies
- To attend occasional meetings during evening hours, weekends or in school holidays as required.

KEY ORGANISATIONAL OBJECTIVES

The post holder will contribute to the school's objectives in service delivery by, always:

- Enacting Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection Legislation.
- Operating within the school's Equal Opportunities framework.
- Committing to and contributing to improving standards for pupils as appropriate.
- Acknowledging customer care and quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

LEADERSHIP AND MANAGEMENT

The post holder will assist the SLT in delivering the vision and direction for the Trust, setting high expectations, modelling professional conduct, having a clear focus on pupils' progress, 21st century learning, bridging the gap for identified learners and the promotion of engagement of all members of the local community. To achieve this, they must:

- Play a significant role in setting aims and objectives for the school and promoting the school culture, along with the Executive Head, Trustees and other senior members of staff, and actively and consistently model the schools vision.
- Take full responsibility for developing and monitoring policies and practices as laid down in the School Development Plan and in agreement with the Executive Head, and lead and manage implementation of those policies.
- Lead by example, inspiring, motivating and influencing staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil behaviour.
- Provide effective leadership and management, guidance and support, for all staff as agreed with the Executive Head.
- Achieve accelerated learning for all SEND/and other identified groups of children through improving the quality of teaching and learning
- Make a significant contribution to the school's Continuing Professional Learning programme, including co-ordinating training/leadership programmes and working with individuals and teams in a variety of professional development activities.
- Assist the Executive Head in school self-review and evaluation and in the effective planning and management of school resources to secure future and immediate improvements for identified children.
- Maintain an informed view of standards and of the quality of provision across the school for all identified children; achieve this by monitoring pupils' work, teachers' planning and the delivery of interventions.
- Actively promote equality of opportunity by working as part of a Senior Leadership Team in ensuring the school's curriculum provides the best possible education for all its pupils, considering ethnicity, gender, SEND, EAL, and emotional needs that may affect learning.
- Lead the day to day administration and organisation of SEND provision across the school, as agreed with the Executive Head, including taking responsibility for agreed areas, intervention timetables and deployment of learning support assistants.
- Support the implementation of the school's Performance Development policy, to secure improvement and individual professional development.
- Participate in recruitment and selection, as agreed with SLT.
- Carry out leadership and management tasks in accordance with school policy and practice.
- Provide regular information to the Executive Head on the evaluation of SEND provision.

TEACHING AND LEARNING

The post holder will undertake a lead role across the school, maintaining high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary; support the identification of the most effective teaching approaches for pupils with SEND and other identified needs and disseminate those approaches; liaise effectively with parents and carers for all identified pupils, ensuring good relationships between school and home are enhanced and maintained.

The post holder will work with the Executive Head and other staff to develop effective ways of bridging barriers to learning through:

- Assessment of Needs
- Monitoring of teaching quality and pupils' achievements
- Target setting, including IEP's
- Developing a robust recording system for progress
- Monitoring the delivery and outcome of intervention strategies, updating and enhancing where applicable

- Establishing, pro-actively, up to date interventions and implementing them consistently throughout EYFS/KS1 and KS2
- Collect and interpret specialist assessment data to inform practice.
- Work with Executive Head, and other members of the SLT to ensure all pupils' learning is of equal importance and that there are realistic expectations of pupils.
- Consider the range of teaching strategies/equipment that could be utilised most effectively for pupils.

SAFEGUARDING RESPONSIBILITIES

The post holder will form part of the DSL Team and must therefore:-

- Have a sound working knowledge of Child Protection issues and the need for confidentiality, and identify to the named Child Protection colleague in school any concerns in respect of individual children.
- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety and Security, Confidentiality and Data protection, reporting all concerns to an appropriate named person.
- Support the protocols and systems that are in place to address the needs of children with or any child in need as defined in the Children's Act.
- Ensure Safeguarding Procedures and the Common Assessment Framework are in place, are understood and are implemented within every phase of the school.
- Ensure Child Protection procedures and processes are followed throughout the school.