

INVICTUS

Education Trust

JOB DESCRIPTION

JOB TITLE: Assistant Headteacher for Inclusion & SENDCo

DEPARTMENT: Rufford Primary School

SALARY RANGE: L3 – L7

REPORTING TO: Headteacher

**Main
purpose:**

The Assistant Headteacher for Inclusion will support the Headteacher in:

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the school's aims and objectives
- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- The SENDCo will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

Qualities

The Assistant Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

	<p>The Assistant Headteacher will also have a timetabled teaching commitment of approximately 70-80%, complying with the Teachers' Standards and modelling best practice for others.</p> <p>They may also be required to undertake any of the duties delegated by the Headteacher.</p> <p>If the Headteacher is absent, the Assistant Headteacher will deputise, as directed by the Trust. The Assistant Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).</p>
MAIN DUTIES:	
General Duties	<p>School culture and behaviour</p> <p>Under the direction of the Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Create a culture where pupils experience a positive and enriching school life • Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life • Ensure a culture of staff professionalism • Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school • Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy <p>Additional and special educational needs and disabilities (SEND)</p> <p>Under the direction of the Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Promote a culture and practices that allow all pupils to access the curriculum • Have ambitious expectations for all pupils with SEN and disabilities • Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate • Make sure the school fulfils statutory duties regarding the SEND Code of Practice. <p>Strategic development of SEN policy and provision</p> <ul style="list-style-type: none"> • Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision • Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability • Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP) • Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice • Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective <p>Operation of the SEN policy and co-ordination of provision</p> <ul style="list-style-type: none"> • Maintain an accurate SEND register and provision map • Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support • Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment • Be aware of the provision in the local offer • Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies

	<ul style="list-style-type: none"> • Be a key point of contact for external agencies, especially the local authority (LA) • Analyse assessment data for pupils with SEN or a disability • Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness <p>Support for pupils with SEN or a disability</p> <ul style="list-style-type: none"> • Identify a pupil's SEN • Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness • Secure relevant services for the pupil • Ensure records are maintained and kept up to date • Review the education, health and care plan (EHCP) with parents or carers and the pupil • Communicate regularly with parents or carers • Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil • Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities <p>Organisational management and school improvement</p> <p>Under the direction of the Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Establish and oversee systems, processes and policies so the school can operate effectively and efficiently • Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care • Ensure rigorous approaches to identifying, managing and mitigating risk • Ensure effective use of budgets and resources • Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context • Make sure these school improvement strategies are effectively implemented <p>Governance, accountability and working in partnership</p> <p>Under the direction of the Headteacher, the Assistant Headteacher will:</p> <ul style="list-style-type: none"> • Work with the governing board as appropriate • Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties • Work successfully with other schools and organisations • Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils <p>Other duties and areas of responsibility</p> <ul style="list-style-type: none"> • To lead, manage and develop a curriculum subject/s or area/s • Be the designated teacher for looked-after children • To have an impact on the educational progress of pupils other than your own classes or groups • To be part of the Safeguarding Team as a DSL
Other professional requirements:	<ul style="list-style-type: none"> • Establish and maintain regular communication in the Trust • Communicate with parents/carers and outside agencies where appropriate • Attend professional meetings as required

	<ul style="list-style-type: none"> • Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and specifically in relation to Teaching and Learning • Attend Governance meetings as and when required • Actively engage in the Trust's appraisal process • Take part in the Trust's staff development programme • Attend and contribute to meetings • Work as a part of a team and positively contribute to effective working relationships • Take part in Trust events as directed by the CEO • Undertake the professional duties of a teacher and leader as set out in the school teachers pay and conditions document • Be a role model of the Teachers' Standards
Other Specific Duties	
Staff management and professional development Under the direction of the Headteacher, the Assistant Headteacher will: <ul style="list-style-type: none"> • Performance manage middle leaders, including carrying out appraisals and holding staff to account for their performance • Manage staff well with due attention to workload • Ensure staff have access to appropriate, high-standard professional development opportunities • Keep up to date with developments in education • Seek training and continuing professional development to meet their own needs • Positively engage in appraisal reviews as directed by the Headteacher • Contribute to appraisal reviews as directed by the Headteacher • Line-manage staff as indicated by the school structure • Review staff performance on an ongoing basis • As directed by the Headteacher respond to developments and initiatives at national, regional and local levels • To be involved in the leading, developing and enhancing of the practice of teaching of other staff. • Contribute to the recruitment and induction of new staff • Promote teamwork and effective working practices • To lead TAs working with pupils with SEN or a disability 	
Support for the Trust	
<ul style="list-style-type: none"> • To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust • Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection • Comply with the Trust's dress code • Attend and participate in meetings as required • Participate in training, other learning activities and appraisal as required • Recognise own strengths and areas of expertise and use those to advise and support others • It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people. 	
Safeguarding Requirements	
We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: Keeping Children Safe in Education, 2022	

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status - this is a requirement under the SEND Code of Practice • Degree 	<ul style="list-style-type: none"> • National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment - this is a requirement under the SEND Code of Practice
Experience	<ul style="list-style-type: none"> • Teaching experience • Experience of working at a whole-school level • Leadership and management experience in a school 	<ul style="list-style-type: none"> • Involvement in self-evaluation and development planning • Experience of conducting training/leading INSET • Experience of line managing staff
Skills and knowledge	<ul style="list-style-type: none"> • Sound knowledge of the SEND Code of Practice • Understanding of what makes 'quality first' teaching, and of effective intervention strategies • Ability to plan and evaluate interventions • Data analysis skills and the ability to use data to inform provision planning • Effective communication and interpersonal skills • Ability to build effective working relationships • Ability to influence and negotiate • Good record-keeping skills • Ability to communicate a vision and inspire others 	<ul style="list-style-type: none"> • Understanding of school finances
Personal qualities	<ul style="list-style-type: none"> • Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school • Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Effective communication skills • Ability to build positive and effective working relationships with all stakeholders 	
Flexibility	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust	

This job description/person specification may be amended at any time in consultation with the postholder.

Job Title:	Assistant Headteacher – Inclusion and SENDCo		
Chief Executive Officer's signature:		Date:	
Postholder's signature:		Date:	