

Sanders *Draper*

Teamwork Hard work Transparency

Job Description and Specification

Job Title: Assistant Headteacher – Inclusion and SENCO
Pay Scale: Leadership Range – Point 12-16
Reports to: Deputy Headteacher

Role and Purpose

The role of the Assistant Headteacher/SENCO is important both to the strategic development of the school as well as the effective management of the school's operational functions. The Assistant Headteacher/SENCO is expected to operate within the agreed management system of the school, subject to the direction of the Head Teacher.

Candidates should either have the SENDCO qualification or be prepared to work rapidly towards it.

The Assistant Headteacher/SENCO is expected to make a significant contribution to the core purpose of our school which is to ensure that all our students achieve their best academic potential. The Assistant Headteacher/SENCO, as part of the Senior Leadership Team (SLT), is expected to take a leading role in promoting high standards for all students and a positive ethos within the school.

Principal Responsibilities:

- The strategic leadership within the school of Inclusion and SENCO provision as directed by the Headteacher.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- The SENDCO is expected to advise the Headteacher and SLT on all matters which are SEND related.
- Undertaking responsibilities as a member of the Leadership Team of the school.
- The leadership, day-to-day management and high standards of behaviour for learning in the school, along with the implementation of policies, plans, targets, practices and procedures related to the system within the context of the vision, ethos, aims and goals of the Academy.
- Develop and monitor systems of guidance and support designed to assist staff in maximising student participation and attainment.
- Raise awareness and understanding of SEN strategies across the school to enable teachers to be more effective in teaching students on the SEN register.
- Coordinate strategies to achieve identified school improvement.
- Lead whole school work on SEN and Disability equality issues.

- Assess and support SEN admissions and assessments, disseminating information to HOFs and HOYs and monitoring provision.
- Evaluate and report on the effectiveness of additional specialist support, suggesting areas and strategies for improvement.
- Lead professional development through example; support and co-ordinate the provision of SEN professional development for staff in school.
- Use financial and resource management innovatively and wisely.
- Build effective links with relevant groups in order to develop plans to meet output targets.
- Work with HOFs, HOYs, parents, community groups, schools, local and national bodies, teaching and non-teaching staff, LA SEN support team.
- Ensure effective and timely communication/consultation, as appropriate, with Governors, SLT, teaching staff, support agencies and the parents of students.
- Represent the school's views and interests as relevant meetings.
- Ensure that SEN commitments are effectively and efficiently time-tabled and roomed.
- Promote and support teachers in raising students skills and attainment across the curriculum.
- Encourage motivation and enthusiasm in acquiring higher level skills developing positive responses to challenges and high expectations.
- Actively monitor and follow up progress. Monitor and evaluate data to identify trends in performance and issues for development as part of the SEF and SDP.
- Identify, update and take appropriate action, on issues arising from data, systems, policies and reports.
- Produce and analyse reports on SEN student performance, including the use of P8 and A8 data, behaviour, attendance and achievement.
- Ensure that SEN quality procedures meet the requirements of the SDP.

Other Responsibilities

- Line Management of the SEND Faculty.
- To liaise with social care and the early help team as appropriate.
- Contribute to faculty reviews, school development plan and formal reports to Governors.
- Reporting to governors and SLT on SEND provision and vulnerable groups.
- To be responsible for identifying the students that are at risk of being 'not in employment, education or training (NEET) who are from the SEND cohort.
- Updating any appropriate policies within SEND.
- To target interventions towards students who are regularly late to school and struggle with punctuality from the SEND cohort.
- Being a role model for both students and staff and being a presence around the school.
- To take an active role in the school performance management system to review own progress and set targets for future development.

Professional Attributes

- The ability to consistently model the values and ethos of the school.
- The ability to work effectively within SLT and take collective professional responsibility.
- Effective communication with parents, students, staff and governors.
- An ability to analyse complex situations and to plan appropriate course of action.
- The ability to think creatively and strategically.
- Inspire challenge and develop individuals and teams of people.
- Ability to plan, organise and prioritise so that time is used effectively.
- Encourage ideas from other people
- Ability to plan ahead, identify problems and offer solutions.
- Deal with risk and uncertainty.

- An ability to listen, reflect and have the capacity to be flexible.
- An awareness of recent trends and developments in education.
- A commitment to continuing own professional development.

Personal Attributes

- A passion for teaching and learning.
- A commitment to achieving the best for young people regardless of their social background or ability.
- Resilience and optimism in the face of challenges.
- Integrity.
- Attention to detail.
- Decisiveness, consistency and an ability to focus on solutions.
- Courage and conviction.
- Ability to deliver a consistent approach with regards to discipline.
- Stamina to cope with the role.
- A good sense of humour.

Sanders Draper is committed to safeguarding and promoting the welfare of children and young people.

All adults who work at the school must share this commitment to young people.

SKILLS and ABILITIES	ESSENTIAL	DESIRABLE	ASSESSED BY
The ability to lead and manage the SEND team effectively and efficiently and work with other professionals and agencies.	✓		Interview
Communication skills, oral, written to a variety of audiences.	✓		Application & Interview
The ability to deliver well planned, organised and innovative lessons/interventions	✓		Interview
Proficiency in the use of ICT and the software programmes used in school.	✓		Application
The ability to lead, model and manage positive behaviour and assertive discipline in the school.	✓		Application & Interview
The ability to manage school information and data for recording, monitoring, evaluation and reporting.	✓		Application & Interview
OTHER ATTRIBUTES			
Ambitious and committed to own professional development.	✓		Interview
The ability to deal effectively with students, parents and all stakeholders.	✓		Interview
To be flexible when working within Inclusion and be able to prioritise workload efficiently.	✓		Application & Interview
Understanding of Child Protection procedures	✓		Interview
Team player and highly motivated.	✓		Interview
An understanding of the needs of SEND children	✓		Interview
QUALIFICATIONS and EXPERIENCE			
Qualified Teacher Status	✓		Evidence of qualification
Nationally recognised SEND qualification		✓	Evidence of qualification
Demonstrate a significant impact at whole school level.	✓		Interview
Evidence of further professional development which demonstrates an understanding of the current issues impacting on SEND provision	✓		Application & Interview
Proven track record of raising achievement through outstanding classroom practice.	✓		Application
Experience of senior or middle leadership with a secondary school.	✓		Application & Interview
Evidence of relevant continuing professional development, including for example NPQH.		✓	Application