

## Assistant Head Teacher and Inclusion Lead Job Description

<b>JOB TITLE:</b>	Assistant Head Teacher
<b>RESPONSIBLE TO:</b>	Head Teacher
<b>HOURS OF WORK:</b>	Full time and Permanent
<b>SALARY:</b>	L1 – L5 dependant on experience.

### General Information about the role

The Assistant Head Teacher and Inclusion Lead, in collaboration with the Head Teacher, plays a key role in determining the strategic development of the school. They will promote the aims and objectives of the school and support the Head Teacher in promoting the ethos of the school. In addition, they will develop the SEND policy and procedures in school in order to support the progress and attainment of children with SEND. The SENCo takes day to day responsibility for the operation of the SEND/ FSM/ CLA/ PP and More Able policies and leads the provision made for individual children within these groups. The SENCo will work closely with colleagues, parents and carers and other agencies. The SENCo also provides related professional guidance to colleagues with the aim of securing high quality, effective teaching for children within identified groups.

The Assistant Head Teacher and Inclusion Lead, with the support from the Head Teacher seeks to develop effective ways of overcoming barriers to learning and sustaining effective teaching through analysis of assessment of children's needs. This will be done by

- Monitoring the quality of teaching, environments, and standards of pupils' achievements, and setting targets for improvement
- Monitoring engagement of children, 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 colleagues so that the learning for all children is given equal priority, and available resources are used to maximum effect
- Being pro-active to ensure accelerated learning occurs in pupils identified through catch-up funding and pupil premium grants
- Leading and co-ordinating provision for children with Special Educational Needs and Disabilities
- Liaising with and advising colleagues
- Overseeing the records of vulnerable learners using online systems such as Safeguard and Provision Map.
- Contributing to the in-service training of staff, inclusive of subject and phase leaders
- Liaising with external agencies including the LA's support and educational psychology

services, health and social services and voluntary bodies.

The Assistant Head Teacher and Inclusion lead is always committed to:

- Securing and delivering the ethos of the school
- Carrying out professional duties of a teacher other than a Head Teacher as described in part 10 of the school Teachers' Pay and Conditions Document, including those duties particularly assigned to him/her by the Head Teacher
- Being determined to ensure all pupils under their care achieve accelerated learning, are engaged and are ready for the next stage of their development
- Promoting the fundamental core belief that all children can be taught and that all children can achieve, regardless of background, ability or previous learning
- Providing an example of excellence as a leading classroom practitioner, inspiring and motivating other staff members
- Achieving the highest standards throughout this phase of leadership
- Delivering 21<sup>st</sup> Century learning alongside Forest school and outdoor learning
- Engaging the whole school community in order to achieve best outcomes for all

#### MAIN DUTIES, RESPONSIBILITIES and ACCOUNTABILITIES

- To assist the Head Teacher in the leadership, management and strategic development of the school
- To take full responsibility for leading and managing accelerated progress for SEND pupils and other groups as directed
- To be a lead professional exemplifying Teachers' Standards and professionalism; to be a role model for colleagues, and to ensure all staff, including ECT's, are fully supported
- To carry out class teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum
- To undertake annual Performance Management of Teaching Assistants, setting and agreeing targets linked to the school development plan and setting priorities with the Head Teacher

#### OTHER GENERAL DUTIES

- To co-ordinate annual reviews and other meetings for children with EHC plans 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 Head teacher, to Governors, parents and other relevant outside agencies.

- To support the day to day running of the school and contribute to the promotion of the school through extra-curricular activities and events.

#### 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 OF INCLUSION

The post holder will assist the Head Teacher in shaping a vision, progress and direction for the school, setting out high expectations and professional conduct. They will have a clear focus on outdoor learning and making best use of the wonderful outdoor space we have at Grove Primary and Nursery. The post holder will have a passion for 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 in formulating the School Development Plan along with the Head Teacher, Governors and other senior members of staff
- Actively and consistently promote those aims and core values of ambition, learn, pride and respect
- Take full responsibility for developing and monitoring policies and practices as laid down in the School Development plan and in agreement with the Head Teacher, and lead and manage implementation and impact 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 behaviour management
- Provide effective leadership and management, guidance and support for all staff as agreed with the Head Teacher
- Achieve accelerated learning for all SEND/ FSM/ LAC/ EAL and MA children through improving the quality of teaching and learning and provision for groups of pupils classed as vulnerable

- Make a significant contribution to the school's Continuing Professional Development programme, including co-ordinating training/leadership programmes, delivering INSET and working with individuals and teams in a variety of professional development activities
- Assist the Head Teacher 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 the leadership in ensuring the school's curriculum provides the best possible education for all 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 Head Teacher, including taking responsibility for intervention timetables, and deployment of learning support assistants
- Support the implementation of the school's Performance Management policy, to secure improvement and individual professional development for teaching assistants
- Participate in recruitment and selection, as agreed with the Head Teacher
- Carry out leadership and management tasks in accordance with school policy and practice
- Provide regular information to the Head Teacher, Governors and other agencies on the evaluation of SEND provision and the impact on outcomes for children
- Working with the Head teacher and Governors, plan and manage the SEND budget and ensuring that resources spent on SLAs provide maximum impact

#### TEACHING and LEARNING

The post holder will carry out class teaching duties, as agreed with the Head Teacher, providing a model of excellence for colleagues; this may include providing in-class support for colleagues through demonstration lessons, shared planning or collaborative development methods. The post holder will provide leadership and support for all colleagues with regards to teaching and learning and the curriculum. Responsibilities include;

- Working with colleagues to manage the planning and delivery of the curriculum across the school, including developing schemes of work and medium-term plans in identified subject areas
- Supporting subject leaders in developing their role in relation to raising

## standards for children with SEND

- Supporting teams and individuals with short /medium and long-term planning in order to ensure consistency and rigour
- Organising and delivering training, as needed, to groups of staff to enhance SEND provision
- Supporting staff in the use of assessment information to inform teaching and learning
- Inducting and supporting NQT, ECTs, less experienced staff and/or supply teachers where directed
- Providing in-class support to staff, through demonstration lessons, team teaching, observations and feedback

The post holder will undertake a lead role across the school, maintaining high standard of pupils' behaviour and positive relationships within the community. They will work within the framework of the school policy and supporting other staff as necessary. The postholder will support the identification of the most effective teaching approaches for pupils with SEND and disseminate those approaches; liaise effectively with parents and carers for all identified pupils. We aim to ensure that there are good relationships between school and wish to maintain and enhance these relationships. The post holder will work with the Head Teacher and staff to develop effective ways of bridging barriers to learning through:

- Assessment of Needs
- Monitoring of teaching quality and pupils' achievements
- Target setting, including individual plans
- Developing a robust recording system for progress for SEND children, against their earliest starting points
- Monitoring the delivery and outcome of intervention strategies, updating and enhancing where applicable in order to ensure maximum impact on standards
- Establishing up to date interventions and implementing them consistently throughout EYFS/KS1 and KS2
- Collect and interpret specialist assessment data to inform practice
- Undertake day-to-day co-ordination of SEND/ FSM/ CLA/ PP and MA pupils' provision through close liaison with staff, parents and external agencies
- Work with Head Teacher, and other members of the SLT to ensure all pupils' learning is of equal importance and that there are realistic yet high expectations of all pupils
- Consider the range of teaching strategies/equipment that could be utilised for pupils on the SEND register

## SAFEGUARDING RESPONSIBILITIES

The post holder will be deputy safeguarding lead and must:

- 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

#### EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- Advise the Head Teacher of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency
- Maintain and develop resources, co-ordinating their development and monitor their effectiveness in meeting the objectives of school and SEND policies

#### **SPECIAL CONDITIONS:**

The post holder will be subject to an enhanced disclosure and suitability check to satisfy child protection requirements. The post is exempt from the Rehabilitation of Offenders Act and all convictions or precautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This job description may be amended at any time according to the changing priorities of the school as identified within the schools strategic plan and in consultation with the post holder.

