



## Job Description

**Job Title:** Assistant Headteacher (SEND)  
**Accountable to:** Co-Heads of School  
**Salary:** Leadership Spine L11-15

We are looking for a committed and talented Assistant Headteacher to lead, develop and support the growth of our inclusion and SEND provision at The Newbridge School.

The successful candidate will be expected to lead, develop and support effective practice for students with particular learning needs to ensure they are addressed in the most effective way.

As part of this senior leadership role you would be part of the Senior Leadership Team where you would be expected to contribute to all forms of whole school leadership. It is expected that as well as leading SEND provision you will be a key player in improving behaviour and attitudes. The successful candidate will also be an excellent teacher of their subject(s) and have the necessary skills to join and contribute to a dynamic and passionate leadership team. You will also be expected to take on the role of lead DSL.

### Key Responsibilities:

#### Leadership and Management:

- To be an active member of the Senior Leadership Team and help shape the vision and strategic direction of the school, setting out high expectations with a clear focus on securing high quality provision, the effective use of resources and excellent progress for all students.
- Support and secure the commitment of others to the vision, ethos, direction and policies of the school which secure effective provision and progress by students and prepare them for the opportunities and responsibilities of adult life.
- Line Management of the SENDCo and support them in leading the team of SEND support staff.
- To be lead DSL for the school
- To be Designated Teacher for looked after students
- Contribute, as appropriate with senior leaders, to training and the professional learning of staff, including associate staff.
- Undertake senior staff school duties, which supports our continuous self-evaluation model.
- Take an active part in the creation, implementation and upkeep of the School Improvement Plan, which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- Support the evaluation of the effectiveness of the school's policies, procedures and developments and analyse their impact on the school, in particular those which directly influence the provision, outcomes and behaviour of SEND students.
- Support staff in developing a stimulating and challenging environment which secures effective learning and provides high standards of support for students and effective behaviour for learning.
- Take on specific tasks related to the day to day administration and organisation of the school as requested by the Co-Heads of School.
- Maintain and develop positive and supportive relationships with staff, parents/carers, community representatives, local governors and the Trust.

- To be a presence around the school.
- To inspire, motivate and influence staff and students taking a leading role in maintaining the highest standards of teaching and learning.
- To build effective and supportive working relationships with staff and line manage teams of staff as agreed with the Co-Heads of School.
- To secure high levels of engagement with staff, students, parents and the wider learning communities.
- Embody the values, vision and ethos of The Newbridge School and the Lionheart Educational Trust.
- To ensure high quality education and successful outcomes for all.
- To support the monitoring, evaluation and continuous review of the quality and effectiveness of all aspects within the School.
- To be aware that all staff are responsible for the safeguarding and promoting of the welfare of children.
- To undertake any other responsibilities/duties as reasonably requested by the Co-Heads of School.

#### **Specific responsibilities:**

- The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.
- Line manage the SENDCo in providing a strategic vision for the department and raise standards of SEND student inclusion, attainment, attendance and achievement by monitoring and supporting student progress.
- As lead DSL, ensure excellent appropriate and timely record keeping
- Work alongside the SENDCo to liaise with staff and parents/carers about students with needs.
- Liaise, where necessary, with the appropriate external agencies for further support to meet student needs.
- Advise and guide teaching staff, learning support assistants and learning mentors of the needs of students with SEND and of suitable methods and strategies to remediate these needs. This may include the modelling of good practice or support with assess, plan, review and do.
- Monitor student progress through the use of Student Passports, standardised assessments and other school wide or departmental assessment data to ensure that appropriate intervention strategies that raise overall standards are implemented.
- Line manage the SENDCo to ensure that the appropriate provision is in place and adhering to the EHCP process with the Local Authority and other outside agencies including for the annual review process.
- Be responsible for LAC children and work collaboratively with the lead for disadvantaged students

#### **Outcomes and Activities:**

##### **Leadership of Inclusion:**

- Ensure there is a clear, robust plan, process and support for transition at all stages.
- Lead and develop provision for students within all areas of need. Identify, monitor and track their progress against school expectations, ensuring that the SENDCo provides advice and support for classroom teachers to deliver SEN-friendly lessons through observation, coaching and CPD where appropriate.
- Contribute to the development and maintenance of the school provision map including tracking student provision to ensure that the provision map is up-to-date and accurate.

- Assist with and deliver staff development and CPD training with regard to SEND, safeguarding and medical needs.
- Engage in liaison meetings with appropriate outside agencies, e.g. Educational Psychologist, Speech and Language service, Autism Outreach, Early Help, Local Authority etc. and facilitate opportunities for external agencies to work with students and staff where appropriate.
- Ensure CPOMS records are kept up to date, checked and actioned appropriately.

#### **Teaching and Learning:**

- Keep up-to-date with national developments and remain informed of best practice methodologies and teaching strategies as well as behaviour strategies and safeguarding.
- Develop curriculum resources to ensure that students identified on the SEN Register have the required levels of support.
- Ensure the implementation of an inclusive curriculum including access to alternative/additional provision.
- Ensure the needs of LAC are met and that the curriculum is ambitious for all.

#### **Curriculum Setting and Assessment:**

- Evaluate intervention effectiveness and analyse department and whole-school data so that interventions are refocused as appropriate in both SEND and behaviour.
- Ensure that students are awarded appropriate examination concessions in respect of their needs.

#### **The Newbridge School Culture and Ethos:**

- Maintain the school culture and ethos and provide strategies to support students with SEND, medical needs and safeguarding priorities that meet the school's demanding expectations in the area of behaviour for learning.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships of all students and staff.
- Support the school's values and ethos by contributing to the development and implementation of policies, practices and procedures.
- Help develop a school culture and ethos that is utterly committed to achievement and holistic development.
- Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.
- Help to maintain/establish discipline across the whole school.

#### **Communication:**

- To meet and work with the Deputy Headteacher regularly
- To attend, lead and contribute to team meetings as appropriate
- To lead line management meetings with colleagues that you line manage regularly
- To attend Local Governing Body and Trust meetings as appropriate
- To attend external meetings as appropriate and /or directed
- It is also important to provide effective channels of communication, support, guidance and challenge for all staff and maintain clear expectations and high standards of professionalism and collaboration.

Person Specification	Essential	Desirable
<b>Knowledge and Qualifications</b>		
Have the ability to work across the learning profiles and alongside colleagues to promote outstanding teaching and learning	X	
Awareness of catch up funding and appropriate provisions to ensure students are secondary ready	X	
SENCo training – Any successful candidate will be supported by the school to access relevant training		X
Led on CPD of SEN in a school setting		X
To be DSL trained	X	
<b>Experience</b>		
Experience of working in a secondary school	X	
Experience of working with SEN students across key stages	X	
Have an excellent understanding of the needs of children with a wide range of complex learning needs	X	
Know how to use data from assessment to drive progression and attainment forward	X	
Senior leadership experience		X
Experience of having liaised with hospital schools		X
Be able to lead on assigned projects related to improving standards in teaching and learning in school		X
<b>Skills and Competencies</b>		
Be an outstanding listener, with high emotional intelligence and very effective and credible communication	X	
Be an excellent planner, forward thinker with visible team leader skills	X	
Have a clear understanding of relevant accreditations for students with SEND		X
Be fully aware of, and able to articulate, local and national educational priorities		X
<b>Other</b>		
Be committed to involving students, parents/carers, governors and wider stakeholders	X	
Have a positive outlook and be solution focused	X	
Have strong evidence of developing, leading and completing major educational initiatives in school		X



**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**