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| **Job Description -**  |

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| **Job Title: Assistant Head Teacher – SENDCO, Behaviour and Attendance, Pupil** **Transition** |
| **Reporting to: Head Teacher** |
| **Salary/Grade: L8-12** |
| **Employer Name: EBN Academy Trust**  |
| **Location/Address:**  |

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| **Core Purpose:**The Assistant Headteacher will motivate and inspire students, staff, parent and carers and the wider community to ensure every pupil achieves his or her full potential and is equipped to take advantage of a range of opportunities. The Assistant Headteacher will report to the Head Teacher and will provide professional strategic leadership, vision and direction in the areas of SEND, Behaviour, Attendance and Transition. The Assistant Headteacher will support the Head Teacher in delivering change management within the context of school improvement and delivering the best outcomes for students and they will promote a culture that focusses on excellence, equality and high expectations for all.* To support the HT in developing SEND provision, managing behaviour and attendance in the Academy and ensuring the student transition systems and processes meet the needs of students
* Take on the role of SENCO and be accountable for the SEND systems and process within the Academy, ensuring that practices, systems and policies are in line with National guidance/legislation.
* Be accountable for the consistent and accurate implementation of the school’s behaviour and attendance policies and processes.
* Have oversight and leadership of the pastoral team ensuring their work is focussed on providing support for pupil in removing barriers to engagement and progress.
* Be accountable for the successful transition of students into and out of the Academy including ensuring the relevant transfer of information to staff and other stakeholders.
* To assist the Head Teacher in ensuring the effective implementation of the Trust’s agreed vision, ethos, school improvement plan and policies

**Main Responsibilities:**The following list is typical of the level of duties which the post holder could be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.**General Responsibilities:*** Demonstrate excellent teaching practice at all times.
* Line manage and appraise a team of staff including the pastoral manager and identified teaching staff.
* Contribute to the effective recruitment, induction and development of team members to ensure Academy objectives are achieved.
* Have oversight of curriculum areas in line with subject specialism or as directed by the Head Teacher.
* Support the management of the school day by performing daily duties as and when required.
* Facilitate an ethos which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.
* Ensure that safeguarding and health and safety policies are carried out in line with local requirements.
* Contribute to the quality assurance of reporting to parents and commissioning schools regarding students progress in line with the schools’ overall systems
* Contribute to the formulation and delivery of specified areas of the Academy improvement plan.
* Comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
* Form and develop positive professional relationships with all stakeholders - pupils/parents/staff/ professional agencies.
* Promote and implement policies that encourage mutual tolerance and respect for diversity in all aspects of employment, teaching and service delivery.
* Safeguard and promote the welfare of all children and young people.

**Generic Teaching and Learning responsibilities:*** Deliver a specific subject area in line with the Academy curriculum plan.
* Create and manage the learning environment to achieve a supportive culture which enables learners to achieve their potential.
* Plan effectively in the short, medium and long term, preparing lessons to ensure coverage of their subject curriculum and that the differentiated needs of students are met.
* Apply a range of teaching, learning and behaviour management strategies to ensure the diverse needs of students are met.
* Assess, record and report on the progress of students, analysing relevant data to promote the highest possible aspirations for students, target expectations and raise students’ achievements.
* Work collaboratively with support staff, other teachers and parents to support students.
* Ensure the cross-curriculum delivery of numeracy and literacy within their subject area and contribute to the delivery of the PHSE curriculum.

**Specific responsibilities****SEND*** Undertake the role of SENCO and oversee all aspects of SEND support.
* Determine the strategic development of special educational needs (SEN) policy, practice and provision ensuring it is in line with national guidance.
* As SENCO, lead, develop and enhance the SEN practice of staff through monitoring/evaluation and promoting strategies to secure effective teaching and learning that meets the individual needs of students.
* Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN.
* Maintain current knowledge of national/local initiatives affecting the Academy’s policy/practice.
* Identify SEN and co-ordinate provision that meets the pupil’s needs, monitoring its effectiveness.
* Maintain an accurate SEND register and provision map, ensuring that provision plans are in place for all students and are shared with staff.
* Work with parents/carers, other schools, educational psychologists, health and social care professionals, and other external agencies to secure relevant services for pupils.
* Review the education, health and care plan (EHCP) with parents or carers and the student.
* Where a student transfers to another school ensure all relevant information is transferred to support the transition.
* Ensure the effective use of all additional SEND funding.
* Provide guidance and appropriate CPD to colleagues on teaching pupils with SEND 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 responsible for the SEND Information Report and be aware of the provision in the local offer
* Undertake the role of designated teacher for LAC.

**Behaviour and Attendance*** Be responsible for the review, development, organisation and implementation of the Academy’s behaviour and attendance policies.
* Work along side the Head Teacher and Pastoral Team in managing behaviour on a day-to-day basis.
* Promote high standards of conduct, behaviour and attendance among students.
* Lead the pastoral manager and team in implementing strategies and Interventions that promote engagement and positive behaviour.
* Lead the use of behaviour and attendance data to celebrate success and focus intervention.
* Liaise with commissioning schools where significant behaviour and/or attendance issues arise.
* Be responsible for the handling of individual student disciplinary cases as appropriate.
* Take on the role of Deputy DSL

**Transition*** Ensure the transfer of appropriate information from commissioning schools for new starters and share any relevant information with teaching and support staff.
* Ensure the efficient running of the new student induction process.
* Ensure all students have a post-16 exit plan and there is a robust follow up process for leavers.
* Ensure the relevant student information is passed on to post-16 providers.
* Take on the senior role of Careers Leader ensuring the Academy is meeting the Gatsby benchmarks and the careers programmes are relevant and robust.
* Line manage the colleague responsible for the careers programme delivery.

**Additional Extended Management Responsibilities:*** Prepare information relating to their job role for statutory publication and governance reporting.
* Undertake teaching and other duties as assigned.
* Be a visible and pro-active senior presence.
* Contribute to the Assembly Program
* Assist the Head Teacher in managing OFSTED process for the school during inspections.
* Deputise for the Head Teacher in their absence.

**Health and Safety:**Health and safety laws require all employees to help the school maintain and improve health and safety standards. This means the post holder must take reasonable care of his/her own and others’ health and safety. **Data Management:**The post holder will be expected to manage information in accordance with legislation and EBN Academy Trust policies. The post holder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.**Equal Opportunities:**The EBN Academy Trust is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.**Safeguarding** The Assistant Head Teacher will be fully committed to the safeguarding and promotion of the welfare of children, young people and vulnerable adults, in every regard and will work to embed this culture of safeguarding within the Academies and across the Academy Trust. |
| This job description sets out the duties of the post at the time when it was drawn up. Such duties 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 in themselves justify a reconsideration of the grading of the post. |

**Signed by**

**Date**