

St Adrians Close, Cox Green, Maidenhead, SL6 3AT
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Headteacher: Mr S Woodbridge BA (Hons) NPQH



Job Description

Assistant Headteacher: Responsible for Inclusion, Equality and SEND

Core Purpose

The Assistant Headteacher shall play a major role under the overall direction of the Head of School in;

- (a) formulating the aims and objectives of the school
- (b) establishing the policies through which they shall be achieved
- (c) managing staff and resources to that end
- (d) monitoring progress towards their achievement
- (e) leading on Inclusion – developing the strategic direction of the SEN, behaviour and EAL
- (f) ensuring children with SEND have full entitlement to the National Curriculum
- (g) increase staff confidence and competence in teaching children with SEND.

The Assistant Headteacher shall undertake any professional duties reasonably delegated to him/her by the headteacher.

Principle Accountabilities

Management

- To carry out the duties of a schoolteacher and Assistant Headteacher as set out in the 'Schoolteacher's Pay and Conditions' document
- Be an effective member of the Senior Leadership Team
- To oversee the day-to-day operation of the school's SEND / Inclusion policy and encourage all members of staff to recognise and fulfil their statutory responsibilities towards pupils with SEND and additional needs
- Liaise and work closely alongside our SEND Administrator
- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements

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TO ASPIRE, BE HEALTHY, BE CONFIDENT, BE KIND AND CARING,
SHOW RESPECT, SUPPORT OUR COMMUNITY**

- Prepare and review information the governing board is required to publish
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- To oversee the day-to-day operation of the school's behaviour policy and encourage all members of staff to understand and adopt this policy
- Communicating with parents of children with special educational needs
- To line manage the Inclusion Team
- To line manage teaching assistants alongside the phase leaders
- Provide training opportunities for teaching assistants
- Oversee the support and development of all teaching assistants
- Share good practice in Inclusion across the school
- To maintain the list of SEN and supported pupils and to oversee their records
- Liaise with Class teachers, teaching assistants and outside agencies when writing SEN documentation
- To represent the Educational Practitioner service on behalf of Wessex and to play a lead role in identifying children who may need wellbeing support.
- Map provision for pupils and take a lead in deploying staff to meet identified needs (PP, SEND and behavioural)
- Ensure up to date and accurate records are kept for all children identified with SEND and who receive specific interventions (EAL and SEND)
- Conduct an annual SEND audit
- Plan and deliver training for all staff in relation to overcoming barriers to learning and statutory responsibilities
- Have a clear understanding of the school development plan and work with the Leadership team to develop priorities
- Be responsible for collating evidence for specific sections of the school's self-evaluation form
- Be the designated teacher for children with medical needs, looked after children and EHCPs
- To lead, monitor and evaluate the quality of provision in SEND across the school
- To liaise with and update the designated SEND and safeguarding Governor

As a member of the Safeguarding team

- To support our DSL and head teacher with safeguarding and child protection (including online safety) within the school and for SEN children
- Act as a source of support, advice and expertise for staff within the school for child protection and safeguarding.
- Raise awareness of the school's child protection policies ensuring they are understood and used appropriately
- Liaise with the DSL, Headteacher, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns.
- Understand the unique risks associated with online safety and recognise the additional risks that children with SEN and disabilities face online
- Liaise with staff on matters of safety and safeguarding including online and digital safety,
- Ensure child protection files are transferred as appropriate in line with Keeping Children safe in Education (Annex B) as amended from time to time.

- Be available for staff during school hours to discuss any safeguarding concerns in line with the school's safeguarding arrangements.
- Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.
- Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Annex B) as amended from time to time

Safeguarding

Fulfil personal responsibilities, and support the Head teacher and DSL in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures
- Sharing information, with other professionals
- Operating safe recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Operating and monitoring clear policies for dealing with allegations against people who work with children

Specific Duties

Teaching

- Plan and teach lessons for identified children within the context of the school's plans, curriculum and schemes of work. For a full time SENDCO this will include a 0.2 teaching commitment, for a 0.8 this will be with identified children
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- Participate in arrangements for preparing pupils for external examinations.
- Whole school organisation, strategy and development
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- supervise and so far, as practicable teach any pupils where the person timetabled to take the class is not available to do so

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Health, safety and discipline

- Promote the safety and well-being of pupils
- Maintain good order and discipline among pupils

Management of staff and resources

- Direct and supervise support staff assigned to them and, where appropriate, other teachers
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
- Deploy resources delegated to them

Professional development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction

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Communication

- Communicate with pupils, parents and carers
- Working with colleagues and other relevant professionals
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

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General

- The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment
- This job description is neither exclusive nor exhaustive, but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties
- An annual review of the job description and allocation of duties and responsibilities will take place as part of the Performance Management Review process
- All posts are subject to an enhanced DBS check and satisfactory references

The duties may be varied to meet changing circumstances in the post held. Any such developments will only take place after consultation with all those involved and do not form part of the staff member's contract.

Wessex Primary School is committed to safeguarding and promoting the welfare of children and young people. It is a criminal offence for people barred from working in regulated activity to apply for roles that require them to work unsupervised with that particular group e.g adults at risk, children or both. An Enhanced DBS will be sought from the successful candidate.