



## **Job Description**

### **Assistant Head Teacher with Responsibility for Inclusion**

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This school 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 may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

**Role:** Assistant Head Teacher with Responsibility for Inclusion

**Grade:** L2 – L6

**Reporting to:** Head Teacher

**Responsible for:** Standards of Achievement, Teaching and Learning and Assessment of Vulnerable Groups

**Teaching Commitment:** 1-2 days per week

#### **Purpose of Post:**

- To lead on inclusion – developing the strategic direction for vulnerable groups
- To support the Governors and the Senior Leadership Team in attaining aims and objectives of the School Improvement Plan in order to secure the best possible outcomes for vulnerable pupils
- To work in partnership with the Head Teacher, Deputy Head Teacher, Middle Leaders and other stakeholders to ensure that teaching and learning across the school is exciting and diverse, engages pupils in their learning and secures outstanding progress for vulnerable pupils
- To support the day-to-day leadership and management of teachers and support staff
- To play a leading role in promoting the school values and ensuring good pupil behaviour
- To support parental engagement, particularly those of vulnerable groups, through high quality communication methods

#### **Main Areas of Responsibility:**

- Leading teachers and support staff so as to secure high expectations, effective deployment of resources and improved learning outcomes for vulnerable pupils
- Deputy Designated Safeguarding Leader, working in collaboration with the Safeguarding Team
- To lead the Parent Support Advisor in order to provide effective support for families and pupils
- Act as the lead person for behaviour, well-being and pastoral care
- To work alongside colleagues to support, train, and ensure quality first teaching and specialist support as deemed suitable

- To work alongside curriculum leaders to make sure that the curriculum is relevant, accessible and engaging for vulnerable pupils
- To liaise effectively with outside agencies to secure the best possible outcomes for vulnerable pupils
- To prioritise the objectives for the Pupil Premium alongside the SLT and implement and monitor the impact of the strategy

## **Key Accountabilities**

### **Strategic Development**

- As Inclusion Leader and a member of the School Leadership Team to contribute to the development of strategies, policies and practices aimed at raising standards of attainment and achievement throughout the school. This includes taking a clear strategic lead on ensuring the Pupil Premium raises standards in the school and narrows the gap for those vulnerable groups.
- To provide regular progress updates to SLT in relation to Inclusion, SEN and pastoral care to ensure that leaders are fully aware of all associated successes, issues and concerns.
- Liaise with the SEN governor keeping them informed of Education Health Care Plans, Inclusion Action Plans, Pupil Premium Strategy and EAL Action Plans providing information to inform decision-making and policy review
- To assist with the formulation, communication and monitoring of the School Improvement Plan, particularly in relation to inclusion, ensuring concerns and ideas are considered, and that all staff understand our priorities and the part they play in achieving these
- To regularly update and monitor the effectiveness of our Inclusion and safeguarding policies including SEN, Behaviour, Safeguarding and Equality Plan
- To play a significant role in training and coaching colleagues

### **Teaching and Learning**

- To develop, with colleagues, effective ways of overcoming barriers to learning and sustaining effective teaching through the analysis and assessment of pupil needs
- Team-teach as required to support children's access to an appropriate curriculum
- Monitor pupil achievement and set targets for improvement so as to raise standards of pupils' learning and achievement. This will involve using Target Tracker database tracking systems, including maintaining provision mapping for the school
- To maintain good partnerships between parents and school and liaise effectively with external agencies so as to promote and secure maximum support for pupil learning

### **Leading and Managing Staff**

- Lead and manage specialist SEN teachers, SEN support staff and other professionals who work in our school
- To take part in the recruitment and selection of staff
- Be available to attend governing body meetings when necessary
- To lead staff meetings, staff INSET and parents' meetings as appropriate
- To take a leading role in appraisal; to monitor planning/work, target setting, assessment and classroom practice; to mentor staff and/or trainee teachers or teaching assistants
- To offer advice and support to teaching colleagues regarding their training needs, in line with priorities set out in the School Improvement Plan, including planning and leading training and development opportunities related to the inclusion
- To ensure that all newly appointed staff have adequate support as part of their initial and on-going induction
- To work alongside other leaders and advisory staff involved in supporting the development of inclusive practice across the school
- To meet, monitor and support staff who it is felt require a coaching and support plan, or the support of the

school's capability process

### **Behaviour management**

- To make sure that support, provision and supervision is of a high standard throughout the day including lunchtimes and playtimes
- Ensure that all staff know, understand and implement policies relevant to the role, including inclusion, behaviour and anti-bullying and equalities and to keep these policies under review

### **Parents and the community**

- To work in partnership with other leaders to ensure the school develops and maintains strong relationships with parents and carers
- To encourage parents to support their child's learning through attendance at school events and organising relevant workshop/drop-in sessions

### **Managing own performance and development**

- Demonstrate resilience and resourcefulness
- Take responsibility for own professional development and attend and participate in relevant training, sharing the knowledge and ideas gained with colleagues
- To identify appropriate resources to promote and support the achievements of all children and ensure they are used efficiently, effectively and safely.
- Oversee and monitor appropriate budget allocations in liaison with the Head Teacher and Trust Business Manager

### **Additional responsibilities and general requirements**

- Undertake any professional duties commensurate with the grade of the post, reasonably delegated by the Head Teacher, including deputising for other members of the school leadership team in their absence
- Work in co-operation with colleagues and establish and maintain good relationships with staff and children
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination

The role of the Assistant Head Teacher with Responsibility for Inclusion will be reviewed annually and possibly amended according to the changing needs of the school. These changes will be made in consultation with the Head Teacher.