

CHRIST THE KING CATHOLIC SCHOOL

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Assistant Headteacher & SENDCo

Salary Range: Leadership L2-L5

Hours: Full-time, permanent

Responsible to: Headteacher

Closing date: 12noon, Monday 13th May 2024

Interviews: W/C 20th May 2024

Main activities and Responsibilities

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

- Formulating the aims and objectives of the school
- Contributing to and support the overall aims and Catholic ethos of the Trust
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- To teach and lead a staff team within the resourced provision for pupils with communication and interaction needs within the inclusive context of Christ the King Catholic School.

They may also be required to undertake any of the duties delegated from the Headteacher

Duties and responsibilities

Leadership

Under the direction of the Headteacher:

- Support the Headteacher in the day-to-day management of the school and to deputise for the leadership team as appropriate.
- Communicate the school's vision compellingly and support the Headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs

Managing staff

Under the direction of the Headteacher:

- Assist with the selection and recruitment of new teaching staff
- Carrying out appraisals for those responsible for the education of children with SEND, providing professional development opportunities, and holding staff to account to their performance



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Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

Systems and processes

Under the direction of the Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Other areas of responsibility

SEND

- To model the expert teaching of pupils with C&I needs within the provision and when pupils are in mainstream.
- To lead a multi-disciplinary team within the Resource Base.
- To track, monitor and review progress of vulnerable pupils to inform future planning and maintain accurate and detailed pupil records.
- To devise appropriate individual programmes for pupils, ensuring that they have a broad, balanced and relevant curriculum, including the National Curriculum, which address academic, social and personal targets with specific reference to the learning style of pupils with C&I needs.
- To work in close collaboration with the Headteacher, Resource Base staff and whole staff to contribute to the development of SEN-inclusive practice throughout the school.
- To be the lead practitioner in ensuring that the school is compliant with the SEN Code of Practice and latest guidance to meet the local offer for pupils with SEND.
- To contribute to staff training to facilitate the inclusion of pupils with SEND needs in social and academic activities.
- To provide written reports for annual reviews, and other times as necessary, gathering together other professionals' views; being the lead professional as required in annual reviews or other necessary meetings.
- To work within specific time frames for the completion of statutory paperwork, including annual reviews.
- To establish and maintain partnership working with other professionals, services and parents/carers, including effective communication with the SEND team and admin support
- To support the Headteacher in reviewing data on pupil progress and achievement, to evaluate the effectiveness of the provision and guide further development.
- To keep up-to-date with current research on SEN, and disseminate as appropriate.

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Pastoral

- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies

Other responsibilities

The assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the assistant Headteacher will carry out.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Trust's Equal Opportunities Policies.

The duties may be varied to meet changed circumstances in a manner compatible with the post held. These duties are reviewed regularly to reflect changes in roles or the national terms and conditions of service.

This job description is subject to regular review which can be initiated by either the post holder or the Headteacher and which in any case will be reviewed annually.

Terms & Conditions

The employer for this post is The Dunstan Catholic Educational Trust (DCET). The post will be based at Christ the King Catholic School but the post holder may be required to work at any other school in the Trust. An enhanced DBS is required. The post holder will be required to comply with all of the DCET policies and procedures.

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Person Specification

	Essential	Desirable
Qualifications	<p>Qualified teacher status</p> <p>Commitment to continued professional development within SEN, including NSENCO if not already achieved</p>	<p>Further training relevant to pupils with Communication and Interaction needs, e.g. TEACCH</p> <p>Additional SEN qualification (i.e. NASENCO)</p>
Experience	<p>Leadership Leadership and management experience in a school</p> <p>Involvement in school self-evaluation and development planning</p> <p>Line management experience</p> <p>Experience of contributing to staff development</p> <p>SEN Evidence of using SEN specific approaches to differentiate the curriculum</p> <p>Evidence to demonstrate successful inclusion of pupils with SEN in the mainstream</p> <p>Experience of working with parents, other professionals and therapists to support pupils with SEN</p>	<p>Experience of teaching across the primary phases</p> <p>Experience of teaching pupils with speech, language and communication needs in a resource base or specialist primary setting</p> <p>Experience of working with children with</p> <p>Experience of advising others on strategies for successful inclusion</p> <p>Experience of leading and organising annual reviews</p> <p>Experience of strategic oversight of SEND provision, e.g. costed provision maps</p>
Teaching and learning knowledge and skills	<p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</p> <p>Ability to build effective working relationships</p> <p>Knowledge of the National Curriculum from the EYFS to KS2</p> <p>Use of assessment procedures to gather appropriate data to monitor, review and</p>	<p>Knowledge of current research on SEN and successful approaches.</p> <p>Experience of being the lead professional in Annual Reviews</p>

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	<p>evaluate achievement and progress and inform future planning.</p> <p>Ability to use ICT to enable pupils to gain access to the curriculum</p> <p>Knowledge of EHCP process and annual reviews</p> <p>Experience of writing annual review reports and running annual reviews</p> <p>Knowledge of current research on SEN and successful approaches</p>	<p>Knowledge of specialist resources and approaches to teaching children with SEN for example: TEACCH; PECs; AET; Makaton</p>
Leadership and management skills	<p>Ability to lead and manage a class team</p> <p>Ability to foster commitment from staff</p> <p>Ability to work with senior leadership team to contribute to school improvement</p>	<p>Experience of delivering SEN-specific training.</p> <p>Membership of networks or forums.</p>
Personal and professional skills	<p>Enthusiastic and committed approach to working with all children, and particularly with SEN</p> <p>Willing to support the Catholic ethos of the school</p> <p>Effective interpersonal and communication skills (written and oral) and ability to relate to people at variety of levels</p> <p>Effective time management and organisational skills</p> <p>Ability to remain calm in challenging situations</p> <p>Empathetic and sensitive manner</p> <p>Pro-active approach to own professional development</p> <p>Commitment to working in partnership with parents and carers</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>	