

Job Description:
Assistant Headteacher – Director of SEND and Inclusion

Responsible to:	Deputy Headteacher (Behaviour, Safeguarding and Student Welfare)
Responsible for:	The strategic leadership and management of SEND and inclusion.
Job purpose:	To ensure the strategic leadership and management of the whole school vision and strategy for inclusion and SEND to include maintaining and developing external partnerships with the relevant child protection and inclusion groups. To develop and manage the implementation of the school's inclusion policy, to include for CLA students. To oversee the Nightingale Unit and support the manager to ensure statutory responsibilities are being met.
Leadership scale:	L13-L17

This job description should be read alongside the range of professional duties of teachers as set out in Part XII of the Teachers' Pay and Conditions document, sections 48-50. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the Teacher Regulation Agency.

Responsibilities and Actions (to include)

Strategic Direction

- Work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management across the school.
- To support the Senior Leadership Team in developing the whole school strategic direction.
- To develop and consistently implement whole school aims and policies which reflect the school's commitment to high achievement and attainment.
- As a member of the Senior Leadership Team, provide leadership support where required in all areas of school development and improvement.
- To generate an annual improvement plan for inclusion and SEND that supports the whole school focus areas.
- To rigorously monitor and track the progress being made towards achieving the improvement plan and evaluate the impact on the provision for inclusion and our SEND students.
- To lead by example and be committed to ensuring there are high expectations at all times.
- To assist in the day-to-day running of the school.
- To have a high profile around the school.
- To lead on inclusion and SEND at a whole school level.
- To ensure there is a culture of ensuring students and staff can excel.
- To support with improving the progress and outcomes of all students.
- To ensure resources are effectively deployed to support all students in securing excellent outcomes.
- To have an accurate knowledge and understanding of the school's effectiveness and be able to identify and develop strategies for improvement.
- To support the school's appraisal process as a reviewer and reviewee.
- To support teachers' own professional development and practice to ensure high quality teaching and learning across the school.

- To support the whole school ethos whereby teachers are motivated and to develop and improve their own practice.
- To support the social, moral, spiritual and cultural development of students to ensure British values are consistently promoted.
- To promote inclusion, equality of opportunity and diversity.
- To ensure all staff have high expectations of what the students can achieve.
- To have high expectations of all students and build positive relationships.
- To contribute to the safeguarding of all students, promote student welfare and work with the Senior Leadership Team to ensure that students feel safe and staff are appropriately trained to identify safeguarding needs.
- Work effectively with all stakeholders and external providers/agencies to secure the best outcomes for all students.
- Contribute to, and take an active part in Senior Leadership Team, Standards and Department Meetings as appropriate and required.
- To attend the Curriculum and Standards governors meetings to keep them up to date with whole school developments in relation to inclusion and SEND, as required.
- Participate in and support in the organisation and management of whole school events.
- Deputise for the Deputy Headteacher (Behaviour, Safeguarding and Student Welfare) when required and in their absence.

Teaching and Learning

- To act as an outstanding role model within the department/subject you teach in.
- To develop and consistently implement systems for recording the progress of the individual students you teach, to include an appropriate framework for marking and assessing learning, in order to inform planning.
- To ensure schemes of work are developed, to include in line with a chosen examination syllabus, and that this is stored centrally on the school's network area for your department/subject.
- To plan a personalised learning programme to support students' learning in order to support and extend the progress of every individual.
- To develop and provide strategies which encourages students to consolidate their learning independently.
- To select, generate and prepare resources to support your own teaching with the support of other staff where appropriate and required.
- To regularly review your own practice, set personal targets and take responsibility for your own professional development.

Monitoring and Assessment

- To monitor and evaluate the quality of teaching and learning in the department(s)/subject(s) you line manage, making use of appropriate TAP data, setting targets for improvement where required.
- To make appropriate use of school's monitoring and assessment strategies, to include the published TAP data, to evaluate the progress of students and staff towards the aims and objectives outlined in the department(s)/subject(s) you line manage.
- To support the department(s)/subject(s) you line manage in monitoring and assessing the effectiveness of their development plan, to include with developing and implementing appropriate strategies as required.
- To liaise with appropriate professionals and external agencies with providing appropriate interventions to support specific groups and/or individuals with their progress, attainment and achievement.
- To monitor the attendance of our SEND, medical needs, care and looked after (CLA) and young carer students.

Leading and Managing

- To assist the Headteacher and Heads of Department with the recruitment and selection of teaching and support staff.
- To support with the development of individuals and subject teams to develop, improve and enhance performance.
- To be committed to the management of performance through the school's appraisal cycle.
- To support the Senior Leadership Team with the monitoring and evaluation of teaching and learning in the respective department(s)/subject(s) being line managed.
- To effectively line manage and appraise staff that you are responsible for.
- To support, challenge and motivate the staff you line manage via calendared fortnightly meetings.
- To plan, delegate and evaluate the work carried out by department(s)/subject(s) and individuals, as required.
- To establish and maintain effective professional relationships with all stakeholders.
- To provide appropriate professional advice to others, as required.
- To undertake any other reasonable duties as required and directed by the Deputy Headteacher (Behaviour, Safeguarding and Student Welfare).

Planning, Development and Coordination

- To select, generate and prepare resources to support inclusion and the school's SEND students, with help from other staff where appropriate and required.
- To liaise with staff to plan, develop and coordinate inclusion and SEND information to support with teaching and learning.
- To support with the organisation of appropriate CPD opportunities as part of the whole school CPD programme in order for the school to promote the sharing of excellent practice.

Resource Management

- To secure and allocate resources appropriately to support inclusion and our SEND students.
- To prepare estimates and bids for capitation, as well as monitor and manage an allocation of money to support inclusion and our SEND students.
- To ensure appropriate value for money as well as the effective monitoring and control of the use of resources.

Knowledge and Skills

To be able to demonstrate knowledge and understanding of:

- Whole school improvement strategies, to include the process of school evaluation.
- The processes and systems for quality assurance at a whole school level.
- The principles and practices in relation to managing personnel, curriculum policy and planning, resources, finances and teaching and learning.
- The principles and practices of effective leadership and the management of change.

Inclusion and SEND Responsibilities

- A comprehensive knowledge of the SEND Code of Practice.
- To oversee the school's inclusive provisions and promote approaches that raise the quality and achievements of inclusive education for all students.
- To oversee the academic progress of specific groups of students to include those with SEND, medical needs, care and looked after (CLA) children and young carers.
- To raise the profile of students with additional needs and SEND and build effective working relationships with all staff.
- To ensure all students with additional needs and SEND are fully integrated into the life of the school.
- To be responsible for the safeguarding files of our care and looked after (CLA) students.

- To be the designated person for our care and looked after (CLA) students, leading on all PEP meetings and the associated documentation.
- To ensure the provision for students with additional needs and SEND is efficiently and effectively led and managed.
- To ensure that the school meets all of its statutory and legal duties in relation to the education, care and guidance of students with additional needs and SEND taking specific responsibility for the annual review of students an EHCP.
- To ensure, as a school, we are up to date with all national expectations in relation to supporting students with additional needs and SEND.
- To ensure that the most appropriate teaching approaches are adopted in classroom by teachers to support those with additional needs and SEND.
- To monitor, track and evaluate the progress of students with additional needs and SEND.
- To work within the school and with external agencies to establish clear pathways for students' wellbeing within the areas of inclusion and SEND.
- To ensure that appropriate and challenging targets are set for all students with additional needs and SEND in order to support the raising of attainment and achievement.
- Together with the Assistant Headteacher (Teaching and Learning), monitor and review teaching and learning activities across the curriculum to ensure the needs of additional needs and SEND students are being met.
- To work collaboratively with other professionals to support SEND and vulnerable students through our inclusion provision.
- To liaise closely with subject teachers to ensure that the needs of individual learners are being met.
- To liaise with and coordinate the contribution of all external agencies to students with additional needs and SEND.
- To keep up to date with local and national initiatives that may impact on our policies and practice.
- To make a significant contribution to the identification and removal of barriers to learning as part of closing the gap for SEND students.
- To observe and report on student performance, updating student records as required.
- To oversee the writing and reviewing of student passports and EHCPs.
- To ensure there are effective communication systems for providing feedback about student progress and learning to inform future planning.
- To maintain an open and honest line of communication with parents/carers.
- To identify study skills that will help students with additional needs and SEND to become independent learners.
- To work in an integrated way with other inclusion staff to support all students in the most effective and efficient way.
- To lead and monitor staff that support students with additional needs and SEND to ensure they recognise the importance of their responsibilities.
- To liaise with the Assistant Headteacher (CPD, Induction, ITT and ECTs) to provide suitable CPD opportunities to support staff's knowledge and understanding of teaching students with additional needs and SEND.
- To lead and monitor all inclusion provisions to ensure they are fit for purpose and support students appropriately.
- To work collaboratively with the pupil premium coordinator to ensure that interventions for these students are effective in closing the attainment and achievement gap.
- To work collaboratively with staff, students, parents/carers and external agencies, as required, to support those students with SEND, medical needs, who are care and looked after (CLA) and young carers to ensure they make the expected academic progress.
- To lead and manage the staff in the Learning Support Centre to promote teamwork and motivate staff to ensure effective working relationships.

- To ensure the list of students with additional needs and SEND is maintained on SIMS and staff are alerted when changes are made.
- To ensure that there are appropriate systems for efficiently recording and filing all paperwork.
- To ensure effective communication with staff in the Learning Support Centre.
- To produce an SEND support timetable ensuring all students have appropriate support to meet their individual needs.
- To develop and maintain a robust programme of interventions for identified students who need additional literacy and/or numeracy support.
- To work with all staff to ensure they have high but realistic expectation of the achievement of students with additional needs and SEND.
- To collect, interpret and share specialist assessment data and reports to monitor the progress of students with additional needs and SEND.
- To lead annual review meetings for students with an EHCP, set new targets where necessary and liaise with the local authority, parents/carers and outside agencies, as required.
- To generate requests for statutory assessments or EHCPs.
- To liaise with other staff to ensure that the needs of students with additional needs and SEND are met during internal and external examinations.
- To liaise directly with parents/carers of students with additional needs and SEND to ensure their involvement in, and the assessment of provision for their child's needs.
- To liaise directly with staff, as required, about concerns with students with additional needs and SEND.
- To liaise with the Assistant Headteacher (Transition and Stakeholder Voice) at the point of transition to ensure the needs of students are being met.
- To ensure at the point of transition students and their parents/carers understand our commitment to high achievement and attainment as well as our whole school policies and practices.
- To develop strong working relationships with local and feeder primary schools, as well as schools whereby an out of county transfer may be required.
- To lead on organising appropriate transition activities for students with additional needs and SEND to support them successfully integrating into our school.
- To ensure there is a transition meeting with students and their parents/carers if they are joining the school mid-year or where there are specific needs to be met.
- To work with the Deputy Headteacher (Behaviour, Safeguarding and Student Welfare) to ensure there is an annual improvement plan for inclusion and SEND that supports the whole school focus areas.
- To take an active part in the whole school quality assurance process in order to review the quality of teaching and learning across the school, with a focus on students who have additional needs and SEND.
- To provide up to date reports on inclusion and SEND for presentation at Senior Leadership Team, Governors and other meetings, as required.

General Duties

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions document.
- To work within the guidelines of the Safer Working Practices for Staff and Students document.
- To provide support for colleagues with upholding and adhering to the school's policies.
- To ensure the ethos of the school, to include discipline, is maintained at all times.
- To ensure the wellbeing and safety of students and staff at all times.
- To establish positive working relationships with all stakeholders.

- To maintain confidentiality and professionalism at all times in respect of school related matters and to prevent the disclosure of confidential and sensitive information.
- To lead and coordinate a duty team.
- Undertake any other duties of a similar level and responsibility, as required.

This job description will be subject to an annual review and negotiation as part of the school's appraisal process following discussion between the post-holder and the Deputy Headteacher (Behaviour, Safeguarding and Student Welfare).