**Main purpose**

The Assistant Headteacher , under the direction of the headteacher, will:

* To support and help lead the Catholic ethos of the school, including Collective Worship and Catholic life.
* Determine the strategic development of special educational needs (SEN) policy and disadvantaged provision in the school
* Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability, and those who are disadvantaged
* Provide professional guidance to colleagues, working closely with staff, parents and other agencies
* The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD
* Take a key role in championing the provision and support for pupils from SEND, disadvantaged and vulnerable groups of pupils.

**Duties and responsibilities**

As a member of the Leadership Team:

* To support and promote the school’s ethos, aims and core values in order to promote the welfare, progress and continued development of the school and it’s children
* As part of the Leadership Team monitor the quality of teaching and learning across the school, including the analysis of performance data
* To contribute to the strategic direction and development of the school, including updating the school’s Self-Evaluation Form and the development, implementation and monitoring of school improvement plans based on school self-evaluation
* To ensure high standards of teaching and learning, behaviour, attendance and punctuality from pupils, in accordance with agreed school policy and practice
* To support the induction of newly qualified teachers, supply teachers, support staff and student teachers as necessary
* Take an active role in recruitment of staff, as required
* To establish priorities for expenditure and monitor the effectiveness of spending and usage of resources
* To work with and report to all stakeholders including parents/carers, and governors, as appropriate

**Strategic development of SEND and disadvantaged policy and provision**

* Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
* Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
* Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
* Maintain up-to-date knowledge of national and local initiatives that may affect the school’s policy and practice
* Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effectively
* Provide strategic leadership

Operation of the SEN policy and co-ordination of provision

* Maintain an accurate SEND register and provision map
* Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
* Lead, monitor and evaluate the development of learning and teaching strategies for disadvantaged pupils and those with SEND
* Advise on the use of the school’s budget and other resources to meet pupils’ needs effectively, including staff deployment
* Be aware of the provision in the local offer
* Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
* Be a key point of contact for external agencies, especially the local authority (LA)
* Analyse assessment data for pupils with SEN or a disability
* Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

**Support for pupils with SEN or a disability**

* Identify a pupil’s SEN
* Co-ordinate provision that meets the pupil’s needs, and monitor its effectiveness
* Secure relevant services for the pupil
* Ensure records are maintained and kept up to date
* Review the education, health and care plan (EHCP) with parents or carers and the pupil
* Communicate regularly with parents or carers
* Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
* Promote the pupil’s inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

**Leadership and management**

* 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
* Prepare and review information the governing body is required to publish
* Contribute to the school improvement plan and whole-school policy
* Identify training needs for staff and how to meet these needs
* Lead INSET for staff
* Share procedural information, such as the school’s SEN policy
* Promote an ethos and culture that supports the school’s SEN policy and promotes good outcomes for pupils with SEN or a disability
* Provide strategic leadership of the provision for pupils with SEND and those who are disadvantaged
* Take a lead role within the pastoral team working alongside the DHT
* Lead and manage teaching assistants working with pupils with SEN or a disability
* Lead staff appraisals and produce appraisal reports

The SENCO 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. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

**Person specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| criteria | Essential | Desirable | | Evidence |
| **Qualifications  and training** | * Qualified teacher status * National Award for SEN Co-ordination, **or** a willingness to complete it within 3 years of appointment * Degree | * Other relevant CPD in relation to SEND and inclusion | | * Application form |
| **Experience** | * Teaching experience of at least 3 years * Experience of working at a whole-school level * Ability to work collaboratively as a member of a successful team * Involvement in self-evaluation and development planning * Experience of conducting training/leading INSET * Monitoring and evaluating provision | * Working within a senior leadership team * Experience of line managing staff * Experience of leading a whole school initiative that demonstrated impact on teaching and learning standards * Experience of other aspects of inclusion e.g., attendance, disadvantaged, EAL etc. | | * Application form * Interview * references |
| **Skills and knowledge** | * Sound knowledge of the SEND Code of Practice * Understanding of what makes ‘quality first’ teaching, and of effective intervention strategies * Excellent understanding of the principles of inclusive teaching and experience of teaching children with special educational needs * How to establish an effective rapport and relationship with children based on high expectations and establish a purposeful learning environment where all pupils feel secure and confident * Ability to plan and evaluate interventions * Data analysis skills and the ability to use data to inform provision planning * Effective communication and interpersonal skills * Ability to build effective working relationships * Ability to influence and negotiate * Good record-keeping skills * Behaviour management techniques for groups and individuals | * The role of external services that support the provision for SEND pupils and or disadvantaged * A qualification for the assessing and teaching of pupils with specific learning difficulties * Knowledge of Scholarpack MIS system | | * Application form * Interview * Tasks * Presentation * references |
| **Personal qualities** | * Passionate about teaching and learning and wanting the absolute best for all children * Display warmth, kindness, patience and sensitivity when dealing with children * Demonstrate kindness, support and excellent interpersonal skills when dealing with staff * Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school * Demonstrate initiative to bring ‘ideas to the table’ about moving provision forward * Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * commitment to safeguarding and equality |  | * Application form * Interview * Tasks * References * observation | |