# Assistant Headteacher for Safeguarding & Inclusion

# Job Description

**Post title: Assistant Headteacher for Inclusion**

**Grade: Leadership Scale, points 1-5**

**Responsible to: Headteacher**

**Responsible for: Inclusion Team, MMSA team and external agencies**

The Assistant Headteacher Inclusion is required to carry out the duties of a schoolteacher as set out in the School Teachers' Pay & Conditions Document and to meet all Teacher Standards. The Assistant Headteacher will be a member of the School Leadership Team.

**The Assistant Headteacher is expected to support the leadership of the school in:**

• Realising the vision, values and aims of the school through robust school self evaluation, clear school

improvement planning and strong professional practice

• Establishing the policies through which they should be applied

• Managing staff and resources to that end

• Monitoring progress towards their achievement

• Implementing child protection policy and procedures and ensuring all children are safeguarded

**The main areas of responsibility for the AHT inclusion are:**

• SENCO and leading the inclusion team so as to secure high expectations, effective deployment of resources and improved learning outcomes for all pupils

• Senior designated person for safeguarding including child protection to include:

o Ensuring safeguarding practice, policies, procedures, systems and training are robust, up-to-date and implemented by all staff

o Attendance at a range of child protection/safeguarding meetings as required

o Lead, chair and coordinate our Vulnerable Children and Families meetings ensuring that actions are recorded and followed up

• Lead person for behaviour, well-being and pastoral care

• Lead person for Equalities

• Lead for Lunchtime Team

• To work alongside colleagues to support, train and ensure high quality teaching and specialist support as deemed suitable

• To work closely with curriculum leaders to make sure that the curriculum is relevant, accessible and

engaging for all pupils.

• To lead on an area of the curriculum.

• Monitor the Single Central Record

* Be the Designated Teacher for Looked After Children
* Be the Senior Mental Health Lead

**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.

• To provide regular progress updates to SLT in relation to Inclusion, SEN, Safeguarding and pastoral care to ensure we are fully aware of all associated successes, issues and concerns.

• Liaise with the SEN Trustee keeping him/her informed of Education Health Care Plans, Inclusion Action Plans 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 lead on aspects of the School Improvement 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. To deliver small group tuition for pupils identified as requiring extra provision.

• Monitor pupil achievement and set targets for improvement so as to raise standards of pupils’ learning and achievement. This will involve using Insight 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 the inclusion team including SEN support staff and other professionals who work in our school. You will also line manage the MMSA Team.

• To take part in the recruitment and selection of staff.

• To undertake administrative duties and to become familiar with the MIS system (Integris).

• Be available to attend Trustee meetings when necessary.

• To promote Health and Safety, ensuring that policies and guidelines are followed.

• 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.

• To keep the school’s behaviour policy under review and make suggestions for change.

**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

**Use of Resources**

• 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 Headteacher and School Business Manager.

**Additional responsibilities and general requirements**

• Undertake any professional duties commensurate with the grade of the post, reasonably delegated by the Headteacher, 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

• Participate in the school’s appraisal and professional development process, ensuring that objectives are set and met within the agreed time-scale.