



Assistant Headteacher and SENDCo

Job Description

POST TITLE: Assistant Headteacher and SENDCo

RESPONSIBLE TO: Executive Headteacher or Head of School

Leadership Point Range: L1-L3

Staff supervised: Teaching Assistants

Responsible for: Leadership and Management of SEND

Job Purpose and Accountability

- Work with the Executive Headteacher and Head of School to provide professional leadership for the school that secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement
- As Special Educational Needs and Disabilities Coordinator, lead and coordinate support for children with SEND
- Ensure the needs of children with special educational needs and disabilities (SEND) are identified and met
- Work with teachers and lead professionals locally to identify and support children with SEND in the school, arranging and overseeing provision in order to ensure their needs are met inside and outside the classroom
- Train and support staff, teachers, phase leaders and subject leaders to ensure effective inclusion for children with SEND across the curriculum is embedded into everyday practices throughout the school
- Work with external agencies to ensure the needs of children with SEND are identified and met
- Work with parents/carers of children with SEND to ensure they are fully involved in their child's educational experience, kept well-informed and provided with comprehensive information, to ensure they support their child well
- Lead the facilitation of an inclusive curriculum that meets the requirements of the National Curriculum and other legislation, as well as the needs of SEND children
- Carry out the professional and legal duties as a Deputy Designated Safeguarding Lead
- Fulfil the professional responsibilities of this role, as set in the School Teachers' Pay and Conditions Document (STPCD)

General duties and responsibilities

Under the direction of the Executive Headteacher and Head of School, the Assistant Headteacher will:

- Support the Executive Headteacher and Head of School in the day-to-day organisation of school systems
- Ensure strategic direction and development of the school with relation to inclusive practices, ensuring high quality provision and equity in accessibility for our children
- Work with the Executive Headteacher and Head of School to develop a strategic view for the school, analyse and plan for its future needs and further development
- Use consistent and fair approaches to managing behaviour, in line with the school's Behaviour Policy

Teaching and Learning

- Work with Executive Headteacher and Head of School to create and sustain an environment and code of behaviour and discipline that secures and sustains effective teaching and learning
- Carry out the duties of a school teacher as set out in the current STPC document and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Executive Headteacher or Head of School
- Be committed to and actively promote the school's diversity, equalities and inclusivity policies and practice
- Uphold the school's principles and all policies that underpin good practice and the raising of standards

SEND Planning and Design

- Work with leaders to ensure that all subjects are accessible, sequentially taught and underpinned by inclusive practices within a broad and balanced curriculum context
- Extend individualised learning opportunities for all SEND children, through the development of new technologies, use of assistive technologies and supportive equipment
- Organise and disseminate training and information effectively across key stakeholders that ensures SEND provision is impactful and supportive of pupil progress
- Maintain systems for tracking, monitoring, reporting and supporting pupils with SEND in line with government legislation and other relevant guidance
- Ensure inclusive practices are underpinned by strong research and pedagogical practices in line with the National Curriculum (DfE)

Professional Skills

- Provide a model of consistent quality first teaching
- Demonstrate strong knowledge of effective evidence-based interventions
- Liaise with external and internal professionals cohesively, ensuring a high quality of provision for all SEND pupils
- Share expertise in teaching and learning with colleagues/ leaders with relation to SEND practices
- Be reflective and demonstrate excellent interpersonal skills when receiving and delivering feedback
- Demonstrate a growth mindset and be positive when working collaboratively

Leading and Managing Staff

- Act as a positive role model to staff, maintaining high professional standards and high levels of care
- Establish and maintain effective communication systems with teaching and support staff
- Lead the professional development of staff by example, providing support and leading training as appropriate
- Deploy staff and resources efficiently and effectively

Vision and ethos

- Work with the Executive Headteacher and Head of School to establish commitment to a shared vision for the school; lead by example to inspire and motivate staff, parents/carers, governors and pupils
- Work with the Executive Headteacher and Head of School to establish an ethos that promotes effective teaching and learning, and that ensures that all pupils flourish academically, spiritually, socially and physically

Strategic Planning

- Work with the Executive Headteacher and Head of School to develop and implement a strategic plan, underpinned by sound financial management and a range of data, which identifies priorities and targets for school improvement

Monitoring and Evaluation

Support the maintenance of effective teaching and learning by:

- Observing teaching and learning in order to support and develop colleagues to meet personal and professional targets
- Monitoring planning and pupils' work
- Analysing pupil progress using tracking systems (Insight) to set targets and inform school improvement
- Applying specialist knowledge of SEND assessments and seek external professional support through referrals, signposting to the local offer

Accountability

- Effective communication with all key stakeholders
- Ensure that parents/carers and pupils are well-informed and ensure that channels of communication are used effectively within the school
- Present a clear and accurate account of SEND pupil performance in SEND progress, for a range of audiences including the governing board, Ofsted and others
- Undertake any professional duties of the Executive Headteacher or Head of School reasonably delegated to the post holder by either

Safeguarding Children

- The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment
- Ensure staff and pupils' safety/welfare through effective approaches to safeguarding; part of duty of care
- The successful candidate will require an enhanced DBS clearance

This post is subject to Enhanced Disclosure procedures. As a member of the Senior Leadership Team this post is not subject to the directed time limitations attached to other teaching positions outlined in the School Teachers Pay and Conditions Document.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may be subject to change. Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Executive Headteacher or Head of School to undertake work of a similar level that is not specified in this job description. Nothing will be changed without consultation.

The post holder will be expected to work in partnership with all school staff including the Senior Leadership team, parents/carers, internal and external visitors to provide an efficient and flexible delivery of a range of services. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate. It may be subject to modification at any time after consultation with the postholder.

Staff member's name: _____ Date: _____

Signature: _____

Executive Headteacher/Head of School signature: _____ Date: _____