

Assistant Headteacher for Inclusion

Job Description

Post: Assistant Headteacher - Inclusion

Responsible to: Headteacher

SALARY: £55,254 to £60,744 per annum **Leadership Point Range** 11 to 15

STAFF SUPERVISED: Assistant SENCO, Specialist SEN team, SEN admin officer, SEN LSAs

RESPONSIBLE FOR: Inclusion

CONTRACT: Permanent 1.0 FTE

Job Purpose and Accountability

- Work with the Headteacher to provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and improved outcomes of learning and achievement.
- Lead the development of Inclusion to ensure all staff meet the needs of Cippenham children.
- To ensure Cippenham School is compliant with the SEND CoP (2015), CAF Act (2014) and the Equality Act (2010).
- To work with key stakeholders and the community council to ensure SEND provision, planning and support aligns with TEFAT SEND Audit and SEND Rubric.
- In addition to carrying out the professional duties of a teacher (as described in the 'School Teachers' Pay and Conditions Document') the Assistant Headteacher will be responsible for:

General Duties and Responsibilities:

- To carry out the duties of the Assistant Headteacher as set out in the School Teachers Pay & Conditions Document.
- To support the Headteacher in the day to day organisation of school systems.
- Work with the Headteacher and SLT to develop a strategic view for the best practice of Inclusion across the School.

Key Tasks and Activities

- Operational development of SEN policy and overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND.
- Make sure the SEND policy is put into practice and its objectives are reflected in the school development plan (SDP).
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.
- Ensure funding is being used effectively, and suggest changes to make use of funding more effective.
- Maintain an accurate SEND register and whole school provision maps.
- Provide guidance to colleagues on teaching pupils with SEND and advise on the graduated approach to SEND support.

- 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 available in the local offer and make strong links with local specialists.
- Work effectively with all stakeholders including early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies to ensure best provision and practice .
- Be a key point of contact for external agencies, especially the local authority (LA).
- Analyse assessment data for pupils with SEND.
- Model best practice for intervention groups and evaluate their effectiveness.
- Ensure best practice in support for pupils with SEND or a disability
- Identify pupils with SEND and support the process for diagnosis of need.
- Coordinate provision that meets pupils needs and monitor effectiveness.
- Secure relevant services for pupils.
- Ensure records are maintained and kept up to date.
- Ensure quality review of education, health and care plan (EHCP) with parents/carers and children.
- Communicate regularly and effectively with parents/carers.
- Oversee efficient pupil transfers to another school, all relevant information passed on and support a smooth transition.
- Identify pupils who may be in need of additional support.
- Model best practice in delivering interventions for specific pupils, and in small groups.
- Create an environment that supports all pupils with additional needs to reach their full potential.
- Track and monitor progress of pupils in need of additional support, e.g. with SEND.
- Promote pupil's inclusion and access to the curriculum, facilities and extra-curricular activities.
- Run all statutory meetings with relation to SEND including Annual Reviews, TAC and TAF meetings as well as liaise with the Lead DSL for vulnerable pupils.

Leadership & Management

- 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 INSET as appropriate.
- Efficient and effective deployment of staff and resources.
- Work flexibly in the presence of the Headteacher to assist the smooth day to day management of the school working closely with staff of all designations.
- Undertake professional training for all aspects of school leadership and management and keep up to date with new initiatives across Inclusion.
- Assist the Headteacher in the performance management of staff.

Professional Skills

- Provide a model of consistent good quality teaching.
- To have a good economy of language and articulation for curriculum intent, Implementation and Impact.
- To be able to share expertise in teaching and learning with colleagues and leaders.
- To be resilient when receiving and delivering feedback.
- To demonstrate a growth mindset and be open to significant collaborative working.

- To model best practice for teachers as a part of whole school CPD and alongside the newly developed curriculum.

Vision

- Work with the Headteacher to establish commitment to a shared vision for the school; lead by example to inspire and motivate staff, parents, children and Community Councillors.

Ethos

- Work with the Headteacher to consolidate an ethos which promotes effective teaching and learning and which sustains inclusion and improvement in the development of all pupils.

Strategic Planning

- Work with the Headteacher 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:
 - Working with colleagues to enhance teaching and learning practices to provide all children with the best possible provision.
 - Review planning and pupil learning.
 - Analyse pupil progress using tracking systems to set targets and inform school improvement.

Accountability

- Effective communication with all key stakeholders.
- Ensure that parents are well informed about their child's areas of development, learning, and progress.
- Ensure that channels of communication are used effectively within the school.
- Present a clear and accurate account of pupil performance in areas for which you are responsible e.g. specific groups of children, for a range of audiences including the Trust, OFSTED and others.
- Undertake any professional duties of the Headteacher reasonably delegated to the post holder by the Headteacher.
- All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards across the school.

Safeguarding Children

- The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- The successful candidate will require an enhanced DBS clearance.

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 and members of The Elliot Foundation Academies Trust to provide an efficient and flexible delivery of a range of services. The post holder may be expected to undertake any other reasonable duty as directed by the Senior Leadership Team including the Headteacher.

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 Headteacher to undertake work of a similar level that is not specified in this job description. This post is subject to Enhanced Disclosure procedures. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

Staff Member's Name: _____ Date: _____

Signature: _____

Headteacher Signature: _____ Date: _____

Assistant Headteacher - Curriculum
PERSON SPECIFICATION

Knowledge, Skills and Experience	Essential Qualities	Desirable Qualities
A good standard of education (minimum requirement - GCSE C or above, in English and Maths or equivalent).	✓	
Further education qualification BEd or above (or equivalent).	✓	
Postgraduate professional qualification e.g. Postgraduate Certificate in Education. or working towards it and SENCO Experience. •	✓	
NASENCO qualification from a nationally recognised provider.	✓	
Experience of working as a SENCo in a Primary setting.	✓	
Experience of leading/managing a team.	✓	
Knowledge of the importance of the safeguarding of children within a school setting.	✓	
A good understanding of curriculum design, implementation and a clear vision for improving pupil outcomes.	✓	
A clear understanding of the statutory requirements and processes relating to teaching and learning.	✓	
Excellent organisational and administrative skills, with a commitment to ensure high standards at all times.	✓	
The ability to work under pressure, prioritise tasks appropriately and to meet deadlines.	✓	
Experience of managing staff, undertaking appraisals and supporting CPD to achieve common objectives.		✓
Excellent interpersonal, oral and written communication skills, with the ability to remain impartial and work sensitivity, observing and maintaining confidentiality appropriately.	✓	
Reliable and resilient, with the ability to be flexible and adapt to changing workloads.	✓	
Ability to work independently, with self-motivation and confidence, working effectively as part of a team.	✓	
Willingness to play a part in the wider life of the school e.g. school community events and Elliot Foundation Academies Trust events.	✓	
Willingness to engage in further continuing professional development (CPD); to undertake relevant training and keep knowledge up to date.	✓	