**Post title: Assistant Headteacher (Inclusion) with responsibility for SEND**

**Grade: Leadership group L6 – L10**

**Responsible for: Teaching and non-teaching staff**

**Purpose of the job: To carry out the duties of an Assistant Headteacher, as set out in the School Teachers Pay & Conditions Document and undertake any other reasonable duties that the Headteacher may request commensurate with the post.**

**Overall Responsibilities:**

To be a member of the Senior Leadership Team of the school and work to ensure quality first learning and teaching across the school.

To ensure all children have the necessary provision and support to enable them to access the national and extended curriculum.

To secure academic achievement, personal development and a sense of value and well-being for all children and enable them to achieve the highest they possibly can

To raise standards of achievement across the school especially in English and maths

To lead, manage, develop and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils

The role of Assistant Headteacher (Inclusion) encompasses and includes a general and shared responsibility for the progress and well-being of all children and a specific responsibility for the progress of the following groups of children:

* Children with additional needs or disabilities
* Children who have been identified as needing enhanced provision within our mainstream school

**Key Accountabilities**

**Teaching and Learning:**

To provide strategic leadership and development of the following aspects of the school:

* Support the Headteacher in developing and maintaining confidence amongst all staff and to set an example of high professional standards and leadership
* Strategic leadership of inclusion and SEND provision including adaptive practice
* Support the Headteacher in the self-evaluation of teaching and learning across all key stages

**Leading and Managing Staff:**

* Provide regular information to Senior Leadership Team (SLT) and governors on the effectiveness of Inclusion and SEND provision and outcomes
* Advise and contribute to all aspects of Inclusion and SEND training to ensure the professional development of staff
* Work with the SLT to plan and organise Continuing Professional Development for all staff and particularly in relation to inclusion/SEND
* Be an appraisal team leader

**Parents, the Community and Extended Schools:**

* Play a full part in the life of the school community
* Work with parents and families who have a child with SEND or additional needs offering support and guidance
* Encourage parents to participate in the life of the school in a variety of ways

**Managing Own Performance and Development:**

* Demonstrate resilience and resourcefulness
* Take responsibility for own professional development
* Participate in the school’s appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale
* Think creatively and imaginatively to anticipate and solve problems and identify opportunities

**Use of Resources:**

* Identify appropriate resources to promote and support the achievements of SEND children and ensure they are used efficiently, effectively and safely
* Oversee and monitor appropriate budget allocations in liaison with the Headteacher
* Direct, support and monitor the work of commissioned specialist services and teaching assistants to ensure high standards of teaching and learning across the school
* To play a central role in maintaining good channels of communication between the school and outside agencies
* To manage the relevant budgets, e.g. Pupil Premium and SEND

**Additional Responsibilities and General Requirements – to:**

* Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher
* Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
* Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues

**Safeguarding**

* To be fully aware of and understand the duties and responsibilities in relation to child protection and safeguarding children and young people as this applies to the teacher’s role within the school.
* To act as a designated member of staff for safeguarding
* To support other members of staff to fulfil their responsibility for safeguarding

**Holy Trinity CE Primary School is committed to safeguarding and promoting the welfare of the children and young people and expects all in the school community to share this commitment.**