

THE MINSTER CofE SCHOOLS



JOB DESCRIPTION

School: The Minster Church of England Schools

Title of Post: Assistant Head for Inclusion

Reporting to: Executive Headteacher

Responsible for: Teaching and support staff

JOB PURPOSE

To carry out required duties 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. This job description may be amended at any time following consultation between the head teacher and post holder and will be reviewed annually as part of the appraisal process.

The purpose of the role of Assistant Head for Inclusion is to:

1. Be a member of the Senior Leadership team of the school and work to ensure quality first learning and teaching across the school
2. Ensure all children have the necessary provision and support to enable them to access the Early Years Foundation Stage curriculum, the National and extended curriculum up to the end of Key Stage 2
3. 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
4. Raise standards of achievement across the school especially in basic skills by monitoring, challenging and supporting class teachers to meet the needs of pupils with different abilities

The role of the Assistant Head for 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, with learning difficulties or disabilities.
- Children with English as an additional language and from ethnic groups identified nationally, or within school as underachieving
- Children with gifts and talents, with high and highest levels of abilities
- Children for whom there are Child Protection concerns
- Children who are newly arrived into this country, education system or school.

MAIN DUTIES / RESPONSIBILITIES

TEACHING AND LEARNING

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

- Support the Executive Head teacher and governors in establishing a vision for the future of this Church school, demonstrating inspirational leadership and creativity
- Play a leading role in the school improvement planning process, considering national, local and the school's priorities

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- Support the Executive Headteacher in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership
- Strategic leadership of inclusion/personalisation
- Support the Headteacher in the self evaluation of teaching and learning in EYFS, KS1 & KS2
- Be a role model for good practice in teaching and learning
- To help create and maintain an environment of high standards of behaviour and discipline
- Direct, support and monitor the work of the EAL support teacher, learning mentor and special support assistants to ensure high standards of teaching and learning across the school.
- Lead, manage and organise meetings
- Support the Headteacher in fostering good relations with parents and the community, ensuring, as far as possible, the involvement of all in the life and ethos of the school
- Be responsible for carrying out required teacher appraisal and / or NQT mentoring
- To provide cover for absence or PPA as required by the Executive Head
- To teach focus groups of children to raise attainment/accelerate progress
- Contribute to the reporting of the performance of the school to the Governing Body and other key stakeholders
- Promote and model excellent relationships with parents in order to improve pupil achievement

RESOURCE MANAGEMENT

- Work with the head teacher to plan and organise Continuing Professional Development for all staff and particularly in relation to inclusion/personalisation/adaptation.
- To play a central role in maintaining good channels of communication between the school and outside agencies
- To manage finances effectively

SAFEGUARDING

- To be fully aware of and understand the duties and responsibilities arising from the SEND code of practice and Keeping Children Safe In Education in relation to child protection and safeguarding children and young people as this applies to the role within the school.
- To support other members of staff to fulfil their responsibility for safeguarding.
- The Minster 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.