



## Job Description

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<b>Post Title:</b>	Assistant Headteacher (Inclusion & SEND)
<b>Terms &amp; Tenure:</b>	Full time, permanent, Leadership Spine L12-L17
<b>Line Manager:</b>	Headteacher
<b>Staff Liaison:</b>	SENDCo, MABCo, Assistant SENDCo (Sixth Form)

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### Purpose of the Role

This post includes a broad range of leadership responsibilities but is particularly focused on Inclusion and SEND. The Assistant Headteacher will be a key member of the Senior Leadership Team and will work closely with the Headteacher, the SLT, the SENDCo, Assistant SENDCos, the MABCo and other leaders.

The Assistant Headteacher will be responsible for the strategic direction of the SEND department, taking a leading role in raising standards for students with additional needs.

It will be essential to have successful leadership experience in SEND and/or inclusion.

### Main Duties and Responsibilities

In addition to the generic class teacher job description and the school teachers' pay and conditions document, you will also undertake the following duties and responsibilities:

### Specific Duties

- Create a culture where students experience a positive and enriching school life
- Uphold ambitious educational standards which prepare students from all backgrounds for their next phase of education and life
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- Ensure a culture of high staff professionalism
- Establish and sustain high expectations of behaviour for all students, built upon relationships, rules and routines, which are understood clearly by all staff and students
- Ensure the school holds ambitious expectations for all students with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable students to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with parents, carers and professionals, providing support and adaption where appropriate
- Ensure the protection and safety of students and staff through effective approaches to safeguarding, as part of the duty of care
- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time
- Evaluate and act upon key data to ensure improvements
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

- Maintain policies that are timely and represent our school
- Ensure student/parent voice occurs and is incorporated into our planning cycle
- Ensure that leaders and teachers can explain how the curriculum is organised to support and enable SEND students to achieve
- Contribute to the development of staff

### **Generic Duties**

- Lunchtime duties
- Assemblies – lead and support
- Child Protection – including up to date statutory training
- Attendance at after school events
- Subject and aspect reviews as required
- Liaison with key SEND Staff including the SENDCo, MABCo and the Assistant SENCO (Sixth Form) with the line management of some staff to follow

### **General and review**

To understand and be prepared to support the ethos of the school by:

- Promoting good relationships with students, parents, colleagues, governors, LA and agency staff and visitors to the school.
- Promoting high standards of student behaviour inside the classroom and around the school generally, following the school's behaviour policy.
- Promoting high standards of personal presentation and conduct, including being punctual and using social network media appropriately.
- Completing training in the relevant areas to meet all safeguarding and health and safety standards as advised by CWLC and government policy.
- Being aware of all matters of health and safety related to the working environment.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate. It may be subject to change or modification at any time after consultation.

*Christopher Whitehead Language College and Sixth Form has a strong commitment to achieving equality of opportunities in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.*

*Christopher Whitehead Language College and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.*

*As part of our recruitment processes, in accordance with statutory guidance KCSIE 2023, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.*

*Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account.*