

THE CHERWELL SCHOOL
Opportunity, Responsibility, Excellence

Assistant Headteacher (Inclusion)

Job Description

<u>Responsible to:</u>	Headteacher
<u>Responsible for:</u>	SENCO, Inclusion Hubs Lead Teacher, Exams Access Coordinator, one Faculty Leader (in SLT Link role)
<u>Working Time:</u>	1.0 FTE Additional 22ppf Leadership & Management time (20/50 periods per fortnight of teaching)
<u>Salary Range:</u>	Leadership Scale 12 – 16 (£55,338 - £61,166)

Job Purpose:

The Assistant Headteacher (Inclusion) works closely with the Senior Leadership Team to provide professional leadership for the school. More specifically the key areas of the post are:

- To promote the ethos of the school, as a Centre of Opportunity, Responsibility and Excellence, recognising the richness and diversity of its members
- To lead the strategic development and improvement of the attainment and progress of students with SEND, disadvantaged students, and EAL students
- To take a lead role in the promotion of inclusion and diversity
- To take a strategic lead for Inclusion in the school with specific regard for SEND, disadvantaged, and EAL students
- To lead and manage the work of the SENCO, Inclusion Hubs lead teacher, and Exams Access Coordinator
- To lead the strategic development of the curriculum for students with SEND
- To lead the strategic development of classroom and broader provision for SEND, disadvantaged and EAL students across the school
- To lead the strategic development of work with partner primary schools to support inclusion, best practice and transition of SEND, disadvantaged and EAL students
- To work with external partners to promote Inclusion and best practice
- To liaise with and support the lead teachers for the local authority Resource Bases (Communication & Interaction and Hearing) located at the school

Principal Responsibilities

Generic Senior Leadership roles:

- Overall standards, Quality Assurance and Self-Evaluation mechanisms
- Student Discipline & Behaviour
- Raising Student Achievement & Attainment
- Working with Governors (specifically the Student Impact Committee as required)
- SLT contributions to the SEF, SDIP and associated Action Plans
- SLT involvement with Appraisal and CPD
- Fulfil the role of SLT link to Faculty areas
- Policy and Procedures Development
- Student Welfare & Guidance
- Assembly Presentations
- SLT involvement with Parent Consultation and Information Evenings, Events and Extra-curricular Activities
- To foster positive relationships across the school community
- To assist in the maintenance and development of effective communications across the school
- To participate in the recruitment, induction and development of teaching and support staff
- To safeguard and promote the welfare of students

Inclusion:

- To have oversight of the school's approach to inclusion with a targeted focus on specific groups (SEND, disadvantaged, EAL)
- To work closely with the DHT (Student Experience and Inclusion) and Data Manager to identify target groups with regard to inclusion
- To work closely with the Head of School, SENCO and Inclusion Hubs lead teacher to lead the development and improvement of the attainment and progress of SEND, disadvantaged and EAL students
- To work closely with the AHT (Teaching & Learning), AHT (Curriculum), SENCO and Inclusion Hubs lead teacher to lead the development of classroom practice and interventions to support the attainment and progress of SEND, disadvantaged and EAL students
- To work with external agencies to facilitate the attainment and progress of SEND, disadvantaged and EAL students
- To have oversight of alternative provision for vulnerable students
- To work closely with the SENCO, SEND officer, Inclusion Hubs lead teacher and partner Primary Schools to develop best practice and oversee successful Year 6 to 7 transition, with a particular focus on SEND, disadvantaged and EAL students
- To work closely with the SENCO, Faculty Leaders and AHT (Teaching & Learning) to develop the impact of Teaching Assistants, including appropriate training for teachers and TAs
- To have oversight of the work of the SENSS Resource Bases (Communication and Interaction, and Hearing Impaired), working closely with the Local Authority SENSS teams to promote the progress and attainment of students
- To oversee the work of the SENCO, and ensure statutory obligations for the support of students with SEND are met
- To work closely with the Inclusion Hubs lead teacher to ensure the development of high quality interventions which are monitored for impact
- To take a lead role in the promotion of diversity and inclusion
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

Mental Health and Wellbeing:

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work within the Senior Leadership Team, setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

General Duties:

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate
- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, specifically for the year 2019/20, or any subsequent legislation

Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to

undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

March 2021