



**NORTHGATE**  
High School

# Assistant Headteacher Learning Support Job Overview

An opportunity has arisen for an inspirational professional to take the lead within our dynamic Senior Leadership team to oversee, monitor and evaluate all aspects of Learning Support. In addition, you will hold responsibility for monitoring and supporting the attendance of all students attending Northgate, overseeing and mapping our work on equalities and diversity, be DDSL safeguarding and support the policy and practice developments around staff and student wellbeing.

You must be an excellent practitioner with the ability to model outstanding practice to others and lead a team of highly skilled, able and willing colleagues who are fully committed to inclusive learning and to supporting students with a wide variety of needs. The ability to think logically and strategically in finding solutions to the different challenges that we face, especially around ensuring good attendance and inclusive learning, are vital to being effective in this role. The Senior Leadership Team work closely, and in partnership, to ensure the best for the students and staff at Northgate, so the ability to work collaboratively, supportively and being a great team-player are essential for this role.

Exceptional interpersonal skills and a warm professional rapport and empathy for students' needs will help you to work effectively alongside a diverse range of young people, and a wide range of staff. Equally, the ability to engage and harness the support of parents and carers in our quest to ensure that purposeful and effective learning is standard for all of our students is important.

## Line Management

1. The post-holder will report to the Headteacher, via the Deputy Headteachers Student Behaviour & Wellbeing, and Teaching & Learning.
2. Accountability for target setting and outcomes will be overseen by the Governors' Personnel Committee, who along with the Headteacher meet with each member of the Senior Leadership group.
3. You will have responsibility for the line management and performance review for a range of Learning Support staff comprising of Teaching Assistants, Administrative Support Assistants, EAL team, SENDCo and Foundation Learning teachers in addition to the general leadership of colleagues working within your sphere of responsibility, including the Attendance Officers and School Engagement Lead.

## Leadership and Management

1. Inspire staff and students to hold an aspirational view of education and develop a cohesive whole school approach to providing high quality teaching and learning for all learners, ensuring accessibility.
2. To lead SEND policy and implementation across the whole school, with oversight of the provision to meet the needs of all students on the SEND register in the school.
3. Ensuring High Needs Tariff, and other available funding, is secured for the effective deployment of resources to support the teaching and learning that is required to meet student learning needs.
4. To liaise with the Local Authority through special needs network meetings, forums and communications to ensure that the school is at the forefront of national and local developments in SEND policy.
5. Build on, and support, current initiatives to fully engage parents and carers and gain their support in the school's undertaking to establish purposeful and relevant learning for all students.
6. Oversee, co-ordinate, monitor and evaluate whole-school attendance and develop effective systems, processes and strategies for ensuring the excellent attendance of all students.

## Curriculum

1. Monitor and evaluate the quality of education for students with SEND through robust quality assurance processes including learning walks, work audits, student and parent perception surveys, and interviews.
2. Take the lead in coordinating appropriate and relevant training for all staff on ensuring the teaching and learning needs of all students are met.

3. Collaborate and liaise with the Deputy Headteachers Student Behaviour & Wellbeing and Teaching & Learning in designing, implementing and evaluating cost-effective curriculum approaches that cater to the needs of students with SEND.
4. Maintain and further develop links with agencies and support services beyond the school that support the attendance and learning needs of all students in the school.
5. Hold oversight of the Equalities agenda, ensuring equalities objectives are met, and facilitating the work being undertaken to support this.

### Staff

1. Work closely with subject leaders to support their work in achieving successful opportunities to improve the learning outcomes of students with SEND across all curriculum areas.
2. Work in partnership with the SENDCo by undertaking aspects of the SENDCo role and support the work of the Foundation Learning and EAL teaching teams to ensure high quality outcomes for our learners.
3. Work closely in liaison with the Assistant Headteacher Progress, to consider relevant data collection, target student support, measure impact and review provision with specific emphasis on the outcomes of students with additional needs.
4. Work closely with the Exams Officer to ensure the provision of access arrangements for all external and formal examination series for all students.
5. Lead action research that engages members of staff in improving the effectiveness and quality of provision for students with additional needs.

### Students

1. Develop an effective system for tracking, monitoring and supporting the excellent attendance of students at school.
2. Oversee our system for integrating new students who join Northgate as in-year transfers into the school, monitoring and supporting their progress when they first join Northgate.
3. To foster the inclusion of students with special and additional needs into the life and culture of the school.
4. Take responsibility for Children in Care – act as the Designated CiC Teacher and ensure the EPEP process is in place and provision delivered effectively.
5. Work in close liaison with the Assistant Headteacher Progress and Progress Directors on planning appropriate and affordable interventions and curriculum opportunities that support the progress of both students with additional needs, and students with barriers to attendance.
6. To assist the Designated Safeguarding Lead and Safeguarding Manager by acting as DDSL safeguarding.

### Teaching, Rewards and Sanctions

1. The post holder will be a subject specialist with a track record of success in the classroom and have a contact load of 4 – 6 teaching periods per week, by negotiation.
2. Along with other team members, the post holder will carry out duties associated with the Behaviour Framework including completing allocated duties, supporting the management of student behaviour, overseeing rewards events and running detentions

### Community

1. To work with the Headteacher to ensure that the school is presented positively to parents and carers and our wider community, and to respond promptly to concerns when they arise.
2. To develop positive links with our wider community, to ensure that our students have access to a wide range of specialist support, intervention and educational opportunities.

### Senior Leadership – Context

This is a Senior Leadership post and as such the post holder will contribute to the strategic development of the whole school, take on general leadership responsibilities and contribute to any events that require Senior Team involvement during the day-to-day running of the school.

With the addition of this post-holder the Senior Leadership group will consist of the Headteacher, two Deputy Heads, the Principal Finance Officer and four Assistant Headteachers.

Together this group, with the support of the Heads of English, Mathematics, Science and the Head of Sixth Form, who all attend the weekly Senior Leadership meetings, set the strategic direction and coordinate the smooth day-to-day running of the school.

Northgate has embraced a number of challenges in recent years, including completely restructuring the 11-18 Pastoral Team in order to create outstanding provision to support the pastoral and progress needs of our students. The provision of Careers education has also been restructured, with much high quality and positive work being led by this team as we pursue an aspirational agenda for all our students. Our Sixth Form offer has been refined to prioritise high quality teaching and learning alongside opportunities for our students to engage in enriching and rewarding additional activities.

SEND provision at Northgate is highly regarded and applications from students with SEND and consultations for students with EHCP are numerous, with 21% of our cohort on the SEND register. In addition, we have recently created a bespoke curriculum for new arrivals with EAL and have benefitted from two recent part-time appointments to the specialist teaching team. The Learning Support team is experienced, effective, cohesive and positive, and the ethos of the team is inspiring. SEND is high profile at our school as is reflected in this senior appointment. The opportunity to take the department and SEND provision to even higher levels is exciting for the right candidate.

It is impossible to define clearly the exact nature of any job in a school. The purpose of this job description is to outline the main duties that have to be fulfilled. Duties can change from time to time depending upon service needs, changes in legislation and changes in staffing.