**Job Description – Assistant Headteacher**

**Post** : Assistant Headteacher – Primary Inclusion Leader/SENDCo

**Line Managed by** : Head of Primary

**Line Manager of** : Designated Staff

**Salary**  : Leadership Scale, L5 to L9 (£48,894 to £53,971)

**Function of the post:**

To provide teaching and learning that would be considered exemplary across all areas of the primary curriculum; ensuring the needs of all pupils are met, enabling pupils to develop and progress in a safe, supportive and encouraging environment. To work closely with the Senior Leadership Team in the strategic development of the School’s Special Educational Needs (SEND) policy and oversee the day-to-day operation of that policy with the aim of raising the achievement of pupils with SEND in all areas of the curriculum. To work collaboratively with the Assistant Headteacher – Senior Inclusion Leader/SENDCo to ensure continuity of provision for pupils throughout their schooling at Mayfield school.

**Principal Accountabilities:**

1. Provide a broad, balanced, relevant and stimulating curriculum, that is engaging and motivational to enable continued progress and improved pupil attainment;
2. Take responsibility to ensure Teaching Assistants are aligned to the aims and outcomes of classroom teaching to ensure an effective and collaborative contribution for the benefit of all pupils;
3. Maintain good order, discipline and respect for others among pupils, promoting understanding of the school rules and values, safeguarding, health and safety and to develop relationships with and between pupils that enhances learning;
4. Make a positive contribution to the strategic aims, values and ethos of school.

**SENDCo Accountabilities:**

5. Exercise a key role in assisting the Head of Primary, working with the senior Inclusion leader, the Headteacher of the school and Governors with the strategic development and delivery of SEND policy / provision;

6. Support the Senior Leadership Team and the primary pastoral team in ensuring the personal, social and emotional needs of pupils are identified and met, working with families as required

7. Support all staff in understanding the needs of SEND pupils and ensure the objectives to develop SEND are reflected in the school improvement plan;

8. Monitor progress of objectives and targets for pupils with SEND from teachers’ plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements;

9. Accumulate evidence for, write and apply for Education, Health and Care Plans (EHCPs) for children whose needs cannot be reasonably provided for within the resources normally available to mainstream schools; co-ordinate and chair all Annual Reviews for children with EHCPs;

10. Provide professional guidance to staff to support the identification of and disseminate the most effective teaching approaches for pupils with SEND to improve the quality of provision for pupils with SEND;

11. Analyse and interpret relevant school, local and national data and advise the Head of Primary and the schools Headteacher on the level of resources required to maximise achievement; maintain and develop resources (including staff), co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies;

12. Undertake day-to-day co-ordination of primary SEN pupils’ provisions through close liaison with staff, parents and external agencies including the Local Authority and maximise support and ensure continuity of provision;

13. Consider the range of teaching strategies / equipment that could be utilised for pupils who are identified on the SEND register.

14. When necessary, deputise for the Designated Safeguarding lead in support of the safeguarding team and work with outside agencies to support children and families.

**Additional Responsibilities:**

**Teaching and Learning**

* Plan, resource and deliver effective schemes of work and lessons, setting clear lesson objectives, specifying how children will be taught and clarifying how learning will be differentiated;
* Evaluate own teaching and planning critically and use this to improve own effectiveness;
* Mark and monitor pupils’ class and homework, providing written and oral feedback, and set targets for pupil progress;
* Develop innovative and engaging high quality teaching, along with robust assessment for learning that meets the needs of all pupils and leads to improved learning outcomes and raised standards of education;
* In liaison with colleagues, ensure appropriate educational provision is in place for pupils with SEND and for pupils in other vulnerable groups across all areas of the curriculum;
* Develop and apply appropriate teaching techniques, providing high quality resources, planning adult intervention, and creating real and relevant experiences, to inspire interest, and nurture understanding and enthusiasm amongst pupils;
* Encourage children to think about and reflect upon their own learning, becoming resilient, independent, co-operative and adaptable learners;
* Show commitment to creativity and innovation in the effective use of appropriate technologies to enhance provision, engagement and pupil progress;
* Work with colleagues to support the development of their subject expertise and skills;
* Lead and manage at least one curriculum subject as directed by the Head of Primary or Headteacher of the school, and develop plans which identify clear targets and success criteria for its development and / or maintenance, including subject policy and scheme of work;
* Produce an annual action plan for areas of responsibility;
* Monitor the subject through lesson observation, moderation and work scrutiny, to ensure consistency of standards and high expectations;
* Organise and plan for statutory testing as appropriate to subject and year group;
* Work with the Senior SENDCo to maintain a good understanding of SEND provision for pupils transitioning from KS2 to KS3.

**Planning and Managing Resources**

* Contribute to the overall development of the school which may include resource management, budget management, programme planning and the strategic planning process;
* Contribute to the primary section of the school pupil assessment and target setting procedures, and moderation and monitoring systems, to ensure a robust analysis of pupil progress is maintained and used to inform intervention and future planning;
* Report on progress to parents and carers regularly including at consultation meetings and through an annual written pupil report;
* Maintain accurate pupil records, working with parents, carers and agencies as required, and with other colleagues including at times of transfer;
* Work collaboratively with the senior SENDCo to ensure that the provision, progress and systems of SEND across the school lead to continuous improvement and contribute to the ‘All through’ vision.

**Communication**

* Communicate effectively with primary staff at all levels, pupils, parents and carers, visitors and stakeholders; ensuring statutory requirements are met.
* Report to Governors and staff as required;
* Provide regular information to the Senior SENDCo, Head of Primary, Headteacher and governing body on the evaluation of primary SEN provision.

**Liaison and Networking**

* Develop links with external contacts such as other educational, authoritative and professional bodies to foster collaboration and share good practice;
* Contribute to a community where parents and carers are valued and in which they have access to appropriate up-to-date information, to support and improve their child’s progress.

**Teamwork**

* Maintain a high standard of professionalism that enables effective working with colleagues to deliver school improvement;
* Act to resolve conflicts effectively within and between teams.

**Pastoral Care**

* Take responsibility for ensuring effective and competent management of resolving pupil issues and ensuring support is in place as required;
* Create a positive culture where staff and pupils feel safe and are valued, where all pupils’ needs are supported and where all stakeholders work together effectively for the benefit of the pupils;
* Take responsibility to ensure pupils are aware of and adhere to the expected behaviour and conduct within both the classroom and around the school, in accordance with the school’s behaviour policy and in line with best practice;
* Be committed to safeguarding all children and staff at the school, in accordance with child protection and safeguarding policies;
* Ensure all practices relating to safeguarding and child protection are effective.

**Other duties**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the School reserves the right to update your job profile to reflect changes in, or to, your post.

**Data Protection**

You will be responsible for ensuring that workplace responsibilities within the School are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

**Health & Safety**

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. You should familiarise yourself with the School’s Health and Safety policies.

**Equality and Inclusion**

The School believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation. The School has a number of policies to support this commitment that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

**Sustainability and Environment**

Mayfield School is committed to sustainable development and environmental initiatives.  It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues.  Staff are required to support these aims.

**Right to Work**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK.

**Safer Recruitment:**

Mayfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School’s staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs). Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Completed application forms should be **returned no later than 5pm, Friday 6th January 2023**

to hollis@mayfield.portsmouth.sch.uk or by post to Mayfield School, Mayfield Road, Portsmouth, PO2 0RH.

Interviews will be held during the week commencing **23rd January 2023**. References will be taken up

immediately after shortlisting. Candidates are asked to ensure that their referees are advised of this.

Safer Recruitment Mayfield School and Portsmouth Local Authority are committed to safeguarding and promoting the welfare of children, and young people, and expect all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required.

Data Protection Act 1998 You should be aware that the information you have provided will be stored on Portsmouth City Councils secure recruitment database and will only be used to process your application. It will not be passed to any other organisation.