

# Dunmow St Mary's Primary School



**Job description:** Assistant Headteacher responsible for Inclusion (SENCo)

## Job details

**Salary:** Leadership 1-5

**Contract type:** Full time, permanent

**Reporting to:** Headteacher

## Main Purpose

Under the direction of the Headteacher, the Assistant Headteacher with responsibility for Inclusion will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and coordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and carers, and other agencies
- Lead, develop and support the direction, vision, values and priorities of the school as a Church of England school built upon Christian values
- Establish and oversee systems, processes and policies so the school can operate effectively
- Manage staff and resources to achieve the school's aims and objectives and monitor and evaluate progress towards the achievement

## Duties and responsibilities

### Strategic development of SEN policy and provision

- To lead on raising standards of student attainment and achievement with SEND pupils in all year groups and ability profiles by monitoring, analysing and reporting relevant data
- To ensure that all paperwork, policies and practices relating to pupils with SEND meet statutory requirements
- To maintain appropriate and effective relationships with parents of pupils with SEND and with relevant external organisations
- Lead on development and implementation of inclusive practice throughout the school and liaise with teachers across the school, including delivering appropriate training when necessary
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Model ordinarily available principles and practices

### **Operation of the SEN policy and coordination of provision**

- To lead, manage and effectively deploy staff and resources within the SEND provision.
- Maintain an accurate SEND register and provision map to ensure provision meets the needs of pupils and statutory provision at all times, including overseeing the identification and review of pupils with SEND
- To lead, monitor and evaluate the development of learning and teaching strategies for pupils with SEND
- To ensure the staff are provided with relevant information and training relating to the support of pupils with SEND
- To monitor and evaluate the quality of teaching and interventions of pupils with SEND
- Be a key point of contact for external agencies, especially the local authority (LA)
- Ensure that Education and Health Care Plans (EHCPs) and other relevant documentation relating to pupils with SEND are regularly reviewed with pupils, parents and other agencies and recommendations made are implemented

### **Support for pupils with SEN or a disability**

- Liaise effectively with staff across the school, including pastoral and attendance teams to ensure high quality provision for pupils with SEND
- To ensure that SATs access arrangements for pupils with SEND are requested and implemented
- Have ambitious expectations for pupils with SEND
- Communicate regularly with parents
- Liaise effectively with other schools to provide smooth transitions to and from Dunmow St Mary's Primary School

### **Safeguarding**

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care and be a Deputy Designated Safeguarding Lead.
- Liaise and collaborate with the Designated Safeguarding Lead (DSL) on matters of safeguarding and welfare for pupils with SEN
- Remain alert to the fact that pupils with SEN may be more vulnerable to safeguarding challenges

### **Leadership and Management**

Under the direction of the Headteacher, the Assistant Headteacher will:

- Take a full role within the school community as part of the senior leadership team
- Manage a team of support staff including allocations to pupils and classes and conduct the appraisal process including reviews
- Take responsibility for the management of daily absence of their support staff and arrange cover where necessary
- Manage staff with due attention to workload and wellbeing
- Allocate resources appropriately, efficiently and effectively
- Oversee the assessment and support for EAL pupils.
- Contribute to the teaching within the school when required and in particular to model best practice.

# Person specification

Criteria	Qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>· Qualified teacher status</li><li>· Degree</li><li>· National Award for SEN Coordination/NPQ for SENCOs (or a willingness to complete it within 3 years of appointment)</li><li>· Evidence of recent, relevant professional development</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>· Teaching experience across the primary age range and evidence of excellent practice as a teacher</li><li>· Experience of supporting colleagues with strategies for pupils including modelling best practice</li><li>· Experience of working at a whole-school level</li><li>· Experience of working with children with a range of SEN</li><li>· Involvement in self-evaluation and development planning</li><li>· Experience of conducting training/leading INSET</li><li>· Experience of managing staff</li></ul>

<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>· Sound knowledge of the SEND Code of Practice</li> <li>· Understanding of Ordinarily Available and of effective intervention strategies</li> <li>· Ability to plan and evaluate interventions</li> <li>· Data analysis skills and the ability to use data to inform provision planning</li> <li>· Effective communication and interpersonal skills</li> <li>· Ability to build effective working relationships</li> <li>· Ability to build effective relationships with parents with clear communication and empathy</li> <li>· Good record-keeping skills</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>· Passionate about fostering an inclusive and nurturing educational environment</li> <li>· Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school</li> <li>· Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability</li> <li>· Ability to work under pressure and prioritise effectively</li> <li>· Commitment to maintaining confidentiality at all times</li> <li>· Commitment to safeguarding and equality</li> <li>· Resilient with a willingness to face challenges with a solution focussed vision</li> </ul>