

OAKWOOD JUNIOR SCHOOL

Oakwood Junior School is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff to share this commitment

Job Description

Post Title: Assistant Head Teacher (SEND lead)

Responsible to: Headteacher

Main Purpose: To carry out the duties of Assistant Head Teacher in accordance with the Teachers Pay and Conditions Act and other relevant statutory provisions.

The Assistant Head Teacher will work alongside the Headteacher to create a shared vision and strategic plan which inspire and motivate pupils, staff and all other members of the school community.

The Assistant Head Teacher will:

- Work in consultation with colleagues, to lead on SEND to secure the very best outcomes for pupils.
- Help lead the school in the policies and practices of continuous school improvement and staff development in relation to the above.
- Model best practice and support other staff in developing best practice.

Your responsibilities as a whole school team member are:

- Motivate and work with others towards the school vision, a shared culture and a positive climate.
- Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and community at large.
- Be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to this role in our school.
- Ensure that the Headteacher or the Designated Safeguarding Lead, is made aware and kept fully informed of any concerns which may arise in relation to safeguarding and/or child protection.
- Take responsibility as appropriate, for safeguarding and child protection and promote the welfare of children through securing knowledge of safeguarding practice and procedures in relation to current statutory guidance and local authority guidance; this will include reference to The Children's Act 2004.
- Become aware of the signs and symptoms of abuse by attending relevant safeguarding training. Understanding and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation and Female Genital Mutilation. Co-operate and work with relevant agencies to protect children.
- Support an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Work alongside the Headteacher to produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Implement strategies which secure high standards of behaviour and attendance.

- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Support trainee teachers via a mentoring role.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.

Your responsibilities as SENCO are:

The day to day management of provision made by the school for pupils with SEND, providing professional guidance in order to secure high quality teaching and the effective use of resources to ensure best outcomes for pupils with SEND, through four key areas:

1. Strategic direction and development of SEND provision in the school

To co-ordinate, with the support of the Headteacher and within the context of the school's aims and policies, the development and implementation of the SEND Policy in order to raise achievement and improve the quality of education provided through:

- Strategic development of SEND provision.
- Supporting staff in understanding the needs of SEND pupils, ensuring effective systems of communication are in place, including feedback about pupils' learning to inform future planning.
- Ensuring objectives to develop SEND are reflected in the School Improvement Plan.
- Monitoring the progress of SEND pupils.
- Evaluating the effectiveness of teaching and learning.
- Analysing and interpreting relevant school, local and national data.
- Liaising with staff, parents/carers, external agencies and other schools.
- Maintaining expertise and knowledge through professional development and reading of the educational press and research papers.

2. Teaching and learning

To develop, with the support of the Headteacher and colleagues, effective ways of overcoming barriers to learning and sustaining effective teaching through:

- Monitoring teaching and learning, ensuring the needs of pupils with SEND are met, working with and alongside staff as necessary.
- Undertaking day-to-day co-ordination, evaluation and review of SEND pupils' provision through close liaison with staff, parents/carers and external agencies.
- Working alongside colleagues to support and develop programmes and personalised /differentiated approaches, tasks and specialist programmes (where necessary) to ensure pupils make very good progress.
- Collecting and interpreting specialist assessment data gathered on pupils and using this to inform practice.
- Overseeing and monitoring the quality of Personalised Learning Plans and maintaining detailed information for subsequent meetings with parents/carers.

- Developing systems for colleagues to monitor and record progress made by pupils with SEND towards the achievement of targets set in plans.
- Reviewing plans and communicating new targets.
- Supporting the Headteacher in meeting statutory responsibilities for EHCPs and their Annual Review.
- Leading the Annual Review meetings for pupils with EHCPs.
- Liaising with other schools to ensure continuity of support and learning when transferring pupils with SEND.
- Leading INSET regularly and where appropriate this may include chairing and being a part of working parties.
- Providing opportunities for observation of colleagues/visits to other schools in order to share best practice.

3. Leading and managing staff

To support staff in working with pupils with SEND by ensuring all those involved have the information necessary to secure improvements in teaching and learning, through:

- Ensuring all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND.
- Identifying the training needs of staff and organising/co-ordinating training to be delivered by other professionals.
- Providing regular information to the Headteacher and Governing Body on the evaluation and impact of SEND provision to inform decision-making and policy review.
- Developing and maintaining proformas for essential paperwork, in order to create an administrative infrastructure as part of an effective communications system.
- Disseminating procedural information such as recommendations of the Code of Practice or the schools SEND Policy.

4. Efficient and effective deployment of staff and resources

To ensure appropriate resources are available to support the teaching of pupils with SEND, through:

- Identifying resources needed to meet the needs of pupils with SEND and advising the Headteacher of priorities for expenditure.
- Maintaining and developing a range of resources, co-ordinating their deployment and monitoring the effectiveness in meeting the objectives of school and SEND policies.
- Working with colleagues to ensure appropriate deployment of learning resources including support staff and IT.

This job description will be reviewed annually and may be amended to meet changed circumstances in a manner compatible with the post held to reflect changes in roles, national guidance or the national terms and conditions of service. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.