



## **Fradley Park Primary and Nursery School**

**Job Title:** Assistant Headteacher/SENDCo with responsibility for leading EYFS

**Responsible to:** Headteacher and the Governing Body

### **OVERALL RESPONSIBILITY**

- Support the Headteacher, as a member of the Senior Leadership Team, in creating, establishing and managing the aims and objectives of the school, in partnership with pupils, staff, governors and parents.
- Support the Headteacher as a member of the Senior Leadership Team, in improving the quality of teaching and learning across the school.
- Lead on the strategic development of the school's Special Educational Needs (SEN) provision and EYFS provision in conjunction with the Headteacher and governors.
- Maintain oversight of the day-to-day operation of SEND provision with the aim of raising SEN pupil achievement and provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- Maintain the highest level of teaching responsibility and the education and welfare of a designated class in accordance with the requirements of the School Teachers' Pay and Conditions document and as detailed within with the Class Teacher Job Description document.

### **ADDITIONAL RESPONSIBILITIES and ACCOUNTABILITIES**

- Share responsibility as part of the overall school leadership for the running of the school on a daily basis, including safeguarding, attendance, behaviour, the learning environment, management of risk and the timetable including, in the absence of the Headteacher.
- To attend daily and weekly meetings, in accordance with school policy, and to lead such meetings as required.
- To lead whole-school assemblies and to support other staff with assemblies.
- To prepare and present reports, as required by the Headteacher, to Governors, parents and other relevant outside agencies.
- To attend occasional meetings during evening hours, weekends or in school holidays as required.
- To actively support the school in recruitment and marketing events and materials.

### **1. STRATEGIC DIRECTION and DEVELOPMENT OF THE SCHOOL- in cooperation with and under the direction of, the Headteacher**

- Support the vision, ethos and policies of the school and promote high levels of achievement.
- Develop effective ways of working by building strong and cohesive relationships within the school and wider leadership team.
- Support the creation and implementation of the school improvement plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it as well as any self-evaluation processes.

- Support the evaluation of the effectiveness of the school's policies and procedures.
- Ensure that parents/carers are well informed about the school wider curriculum, its targets, children's attainment and their part in the process of improvement.

## **2. TEACHING and LEARNING**

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline.
- Support the monitoring of the quality of teaching and children's achievement including the analysis of performance data.
- Support the development of links with parents/carers, other schools, educational institutions and a wider community in order to enhance teaching and learning and the children's personal development.
- Regularly liaise with support staff to ensure that they are empowered to assist teaching staff and aid pupils to meet learning outcomes through consistent approaches to behaviour, work and engagement.
- Support other members of staff in developing their role in relation to raising standards for SEND children. Organise and deliver training, as needed, to groups of staff to enhance SEND provision.
- Ensure that pupil's individual learning needs are recognised and addressed across a broad curriculum.
- Support the development and use of technology to support teaching and learning.

The post holder will undertake a lead role across the school, maintaining high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary; support the identification of the most effective teaching approaches for pupils with SEND and disseminate those approaches; liaise effectively with parents and carers for all identified pupils, ensuring good relationships between school and home are enhanced and maintained.

The post holder will work with the Headteacher and staff to develop effective ways of bridging barriers to learning through:

- Assessment of needs.
- Monitoring of teaching quality and pupils' achievements.
- Target setting, including IEP's.
- Establishing, pro-actively, up to date interventions, strategies and resources and implementing them consistently throughout school.
- Monitoring the delivery and outcome of intervention strategies, updating and enhancing where applicable.
- Collect and interpret specialist assessment data to inform practice.
- Work with the Headteacher to ensure all pupils' learning is of equal importance and that there are realistic expectations of all pupils.

## **3. LEADERSHIP and MANAGEMENT**

- Share responsibility as part of the overall school leadership for the running of the school on a daily basis, including safeguarding, attendance, behaviour, the learning environment, management of risk and the timetable.
- Work as a member of the school leadership team, in developing positive working relationship with and between all staff and provide and sustain motivation; through modelling good practice and giving clear leadership direction.
- Actively promote equality of opportunity by working as part of a school leadership team in ensuring the school's curriculum provides the best possible education for all its pupils, considering ethnicity, gender, SEND, EAL, and emotional needs that may affect learning.

- Lead the day to day administration and organisation of SEND provision across the school, as agreed with the Headteacher, including taking responsibility for agreed areas, intervention timetables, and deployment of learning support assistants.
- Provide regular information to the Headteacher on the evaluation of SEND provision.
- Contribute to the professional development of staff, including the delivery of training and leading of meetings.
- Contribute to the performance management process as directed by the Headteacher.
- Be open and willing to share / demonstrate outstanding teaching approaches within the school and as part of the wider trust.
- To take responsibility for a class as the designated Class Teacher.

#### **4. EFFECTIVE DEPLOYMENT OF STAFF and RESOURCES**

- Contribute as part of a school leadership team in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Contribute to a school leadership team in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met.

#### **5. GENERAL**

- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
- Act as "critical friend" and provide effective professional challenge and support as part of the school leadership team.
- Provide information and advice and produce reports to the Headteacher and Governors as necessary.
- Set an excellent example in following the school and trust's expectations and code of conduct.
- Proactively engage in coaching for the continuing professional development of self and for that of others.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning and the pastoral care of the children in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.