



Job Description

Assistant Headteacher/SENDCO

MAIN PURPOSE:

The Assistant Headteacher/SENDCO will:

- Be a member of the Senior Leadership Team.
- Undertake the normal responsibilities of the class teacher.
- Determine the strategic development of SEND policy and provision within a school, with a strong understanding of and commitment to statutory compliance.
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND.
- Provide Professional guidance to colleagues, working closely with staff, parents and carers and other agencies.
- Safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

1. Main Responsibilities

- To play a lead role in the quality assurance of teaching and learning with other key members of the Senior Leadership Team.
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND.
- To work closely with other members of SLT to ensure appropriate use of alternative and specialist provision.
- Lead whole-school strategy for SEMH and vulnerable learners, ensuring multi-agency support is timely, proportionate and impact-driven.
- Ensure statutory compliance across EHCP processes, access arrangements and assessment adjustments.
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND.
- Lead and promote inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.
- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with SEND.



- To keep up to date with national and local developments associated with this role

2. Class Teacher responsibilities

- To carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.
- Ensure pupils with SEND and literacy barriers access a rich and ambitious curriculum.
- Have a child-centred approach to teaching.

3. The internal organisation, leadership and control of the school

To contribute to:

- Fulfilling the school's Mission Statement.
- Maintaining and developing the Catholic ethos, mission, values and overall purposes of the school.
- Implementing the Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs.
- The line management responsibility of the SEND Manager, Inclusion Staff and SSA's.

4. Behaviour & Attitudes and Personal Development

- The promotion among pupils of standards of conduct, the encouragement of good behaviour and commitment to the common good.
- To promote an environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.
- The development among pupils of self-discipline, self-reflection and resilience.
- To support the wellbeing and mental health of pupils and staff.
- To undertake break and lunch duties as required.

5. The Leadership of Staff

- To participate in the selection and deployment of non-teaching staff of the school.
- To lead staff SDS sessions throughout the academic year.
- To contribute to good leadership practice by ensuring positive staff participation, effective communication and procedures.
- To contribute to staff development appropriate to the Catholic nature of the school.
- To demonstrate effective leadership, representation and liaison both within the school and other interested organisations.
- To maintain good relationships with individuals, groups and staff, unions and associations.
- Play an active role within the senior leadership team (SLT), by working alongside the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.



6. The Management of Resources

- To utilise SEND funding effectively and maximise the impact this has on SEND pupils educational outcomes and wellbeing.
- Ensure policies are enacted consistently in practice through quality assurance and line management.
- Work with early years providers, other schools, educational psychologists, health and social care professionals and other external agencies.

7. Relationships

- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
- To assist liaison and co-operation with Diocesan and Authority officers and support services.
- To help in maintaining and developing effective communications with parents. To provide positive and regular responses to concerns and problems regarding children's education.
- To develop strong relationships with other professional boards, agencies and services.
- To develop and maintain positive links and relationships with the parish community, local organisations and employers.
- To promote a positive image of the school.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Assistant Headteacher.