

AHT Job Description

JOB DESCRIPTION

Post Title: Assistant Headteacher - SENCO

Salary/Grade: L12-16 (Inner London)

Reporting to: The Headteacher

Liaising with: Senior Leadership Team, External Providers, Specialist Services, SEND Learning Team, Academic and Pastoral Leadership Teams, Subject Leaders, the Local Governing Body and Trust Board, external agencies including Local Authority representatives and external agencies and parents.

Working time: Full time as specified within the STPCD

The Role

To lead and manage the provision of special educational needs across the school; to provide professional leadership and management of the SEND Teaching Team to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils but particularly those on the Special Educational Needs register.

To lead the work of the SEND Teaching Team, including HLTAs and Learning Support Assistants and delivery of specialist interventions and programmes.

To oversee and coordinate external and specialist provision for students with higher needs.

To lead SEND training across a range of staff to support effective provision.

To be an active member of the Senior Leadership Team and work with teachers to offer whole school support to embed outstanding Universal, Wave 1 teaching as priority. Oversee, implement, and review both targeted and more specialist support to ensure the school offers a personalised approach to students with more complex needs ensuring that all make good progress against their targets.

To teach highly effective lessons for assigned classes, modelling excellent SEND teaching practice.

To oversee and direct the provision for the four areas of need: cognition and learning, communication and interaction, social, emotional, and mental health and physical/ sensory.

To lead the development of all medical and health plans across the school to support student well-being.

To be the designated teacher for Looked After and Previously Looked After Children

To support the safeguarding team through being a Deputy Designated Safeguarding Lead

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Key Responsibilities

- To be the SENCO for The Charter School North Dulwich and lead the SEND Learning Team of HLTAs, LSAs, SEND teachers, and SEND administrator
- To lead the provision for special educational needs within school, liaising with the Senior Leadership Team and Pastoral and teaching teams.
- To identify appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely.
- To have oversight of and ensure that there are accurate records and files for all students with SEND
- To teach highly effective lessons for assigned classes, modelling excellent SEND teaching practice.
- To ensure that the requirements of individual students' EHCPs are met within the resources of the school
- To ensure that pupils identified on the SEND Register have the required levels of support
- To support the AHT Teaching and Learning to manage the implementation of an inclusive curriculum
- To deliver excellent training on SEND areas through the school CPD programme and around specific needs.
- Within the context of the school's aims and policies, to develop and implement Learning Support policies, plans, targets, Pupil Passports and practices
- To secure and sustain effective SEND teaching; evaluating the quality of teaching and support and setting targets for improvement of academic performance
- To provide all those with involvement in Special Needs and Learning Support the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching
- Develop and implement departmental and whole school policies and practices which reflect the school's commitment to high achievement for all and effective teaching and learning.
- Use school and national data effectively to identify underachievement and inform policies, targets and teaching methods.
- Ensure the implementation of the Code of Practice taking specific responsibility for the annual reviews of students with an EHCP and oversight of EHCP funding.
- Establish short, medium and long term plans for development which identify realistic and challenging targets for improvement.
- To teach classes and groups as allocated
- To oversee and be responsible for issuing responses to local authority EHCP consultations
- To allocate provision and oversee Access Arrangements for the whole school liaising with the Exams Officer.
- Represent the School in tribunals or in legal meetings and challenges as directed by the Headteacher
- To lead the development of all medical and health plans across the school to support student well-being.
- To be the designated teacher for Looked After and Previously Looked After Children
- To support the safeguarding team through being a Deputy Designated Safeguarding Lead

SPECIFIC RESPONSIBILITIES

The main responsibilities of the post are to:

- lead and manage the provision of special educational needs learning support, including the allocation of support time and the writing of individual and group education plans and pupil passports
- Establish positive working relationships with feeder primary schools and external agencies such as the Education Psychology Service, Children's Support Service and specialist teachers to ensure that individual pupil special educational needs are met effectively and that the requirements of individual EHCPs are met - or any failure to meet is communicated fully
- ensure that accurate and detailed records are kept of meetings, reports and discussions with parents and outside agencies
- ensure that the SEND Register is kept accurate and up to date and that staff are kept informed of student special educational needs
- Ensure that the accurate SEND Register is published appropriately so that staff are kept informed of pupil special educational needs

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- work with Subject Leaders and other staff to ensure that individual and group education plans are used to set subject-specific targets and match work well to pupils' needs
- monitor the effectiveness of individual and group education plans and arrange and chair annual reviews
- develop the SEND Learning Team's resources including the development and implementation of course outlines, syllabuses and schemes of work
- support the Senior Leadership Team in the devising, implementation and updating of SEND Learning Team policies which reflect the school's commitment to high achievement, and effective teaching and learning
- analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods
- use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils
- produce a SEND Learning Team Improvement Plan as part of the School Development Plan, to include staff development and training implications
- lead departmental and whole school training through providing guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils
- work with the AHT Raising Standards to ensure effective development of pupils' literacy, numeracy and information technology skills
- receive, review and respond in writing to Consultations for incoming Year 6 to 7 students with EHCPs (in liaison with the Headteacher)
- work with the AHT Curriculum to promote an inclusive curriculum
- manage the work of the SEND Administrator
- organise and chair meetings of SEND staff, communicate information to staff and co-ordinate resulting action
- monitor with the day-to-day management of the SEND Learning Team work areas, creating a safe, effective and stimulating environment for teaching and learning
- take part in the school performance management policy, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraisee
- work with the designated safeguarding lead, attend and oversee meetings for reduced timetables for SEND students
- manage the SEND Learning Team capitation budget and resources, establishing staff and resource needs for the subject and advising the Head of School and senior managers of likely priorities for expenditure, and allocating available resources with maximum efficiency to meet the objectives of the school to achieve value for money
- provide SEND Learning Team timetable information to the Data Manager to produce an annual SEN Support Team timetable, to ensure the best use of subject and other expertise.
- To lead the development and co-ordination of all medical and health plans across the school to support student well-being.
- To be the designated teacher for Looked After and Previously Looked After Children
- To support the safeguarding team through being a Deputy Designated Safeguarding Lead attending meetings as required
- ensure the effective and efficient management and organisation of learning resources, including ICT
- undertake other tasks as reasonably required by the Headteacher

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PERSON SPECIFICATION

Educational experience

- Post Graduate Teaching Qualification
- Bachelor's Degree (2:1 or Higher)
- Master's Degree (desirable)
- National Professional Qualifications (desirable)
- Proven track record of working with students with Special Educational Needs.
- To hold the Master's level national award for special educational needs co-ordinator (NASENCO) or be prepared to train for the SENCO NPQ in 2024

Experience and Understanding of:

- Supporting and leading the outcomes of students with SEND
- How to maximise outcomes for young people.
- Safeguarding and development of exemplary behaviour on the school site and in the wider community.
- Strategies used for raising standards in an urban diverse education establishment.
- Effective quality assurance, monitoring systems and the ability to hold staff to account.
- Use of data to improve school effectiveness and raise standards.
- Collaboration and partnership, with governors, education providers and local sport and community initiatives.
- Engaging with research and evidence in education and SEND to implement evidence informed practice

Skills, Attitudes and Qualities

- Active support for the Headteacher and the Local Governing Body in setting strategy and holding SLT to account for performance.
- Adaptable to changing circumstances and open to new ideas; able to make decisions based on sound judgement.
- Provides effective and constructive feedback to others, and utilises feedback to improve personal performance.
- Values diversity and the unique contribution that every individual makes to the learning community.
- Insightful thinking, educational vision, the ability to inspire, motivate and enthuse.
- Planning and review skills, management skills, and the ability to prioritise.
- Determination and drive to establish the school as a provider of exceptional education.
- Highly effective written and oral communication and presentation skills.
- Resilience and ability to deal with pressure and delegate effectively to key staff, supporting them, and holding them to account.
- Networking skills and the ability to build a rapport with pupils, parents & families, staff, and other community stakeholders

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This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.

The Charter Schools Educational Trust is committed to equality and diversity, and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including ethnicity, gender, religion, age, and all other aspects of diversity. We offer family friendly, flexible working arrangements, and staff networks to provide a supportive environment in the workplace where members can receive peer to peer support.