

Job Description

Job Title	Assistant Headteacher/SENDCO		
Location	Pilton		
Reporting to (job title)	Headteacher		
Service/Section/School	Ventrus MAT		
Grade	L10		
Effective date		Job Number	

NB. Specific Responsibilities will be reviewed and confirmed with the successful candidate

Purpose:

- Raise standards in Teaching & Learning; student progress and attainment
- Ensure effective transitions in and out of school as students move through different phases of their education
- Ensure earliest possible identification of barriers to learning for students, plan and monitor effectiveness of work to overcome these barriers
- Ensure the school meets, and goes beyond, statutory compliance for students with SEND
- Development of school policies and ensuring that policy is fully complied with to deliver the best possible outcomes for students
- Act as a member of the Senior Leadership Team, providing strategic and operational leadership of the school and supporting the Headteacher in the ongoing school improvement process
- Act as line manager for identified staff, supporting them to achieve their potential as professionals

Main Duties and Responsibilities:

Whole School & Leadership

- Support the vision, ethos and policies of the school/Trust and promote high levels of achievement
- Actively support the Headteacher, in the promotion and achievement of the key priorities of the school
- To take a leading role in raising standards, improving quality of teaching and learning and staff development in SEND
- Monitor the quality of SEND interventions and SEND students' progress and attainment
- Lead on the analysis and use of data on student progress and performance in relation to SEND
- To play a full part in developing and enhancing relationships between the school, parents, external agencies and the local community
- Contribute to school Self Evaluation and strategic School Improvement Planning processes
- Contribute to the leadership of a positive staff culture, modelling and ensuring compliance with all school policies

SEND

- Lead in implementation of the Code of Practice 2014
- Maintain and develop the SEND policy and School Information Report (SIR)

- Provide strategic leadership regarding SEND and inclusion provision throughout the school
- Ensure that the SEND policy and practice is compliant with legislation and best practice and is being effectively administered
- Support the identification of needs, promote quality first teaching for students with SEND, and maintain the SEND register
- In liaison with the exams officer complete applications for relevant exams access arrangements, drawing on relevant assessment information, to ensure that all students gain their full entitlement to support in exams
- Compile and evaluate the school's provision map and compile intervention programme
- Implement and lead on interventions and track progress for impact
- Regularly monitor progress against targets for students with SEND
- Monitor the quality of SEND support delivered by colleagues through lesson observations, work scrutiny, records of student progress and effectiveness of interventions; use this analysis to guide future provision and staff CPD
- Lead on SEND aspects of School website
- Lead on Annual Reviews for children with Education and Health Care Plans
- Lead on applications for Education and Health Care Plans or Top Up funding
- Liaise with outside professionals, including Educational Psychologists, Case Workers, CAMHS professionals
- Work in close partnership with families, including liaising with parents and carers concerning: pupil progress and concerns; updates to EHCPs; the use of external agencies for identifying SEND. Be proactive in communication about these issues
- Liaise closely with our Safeguarding team over Child Protection concerns for children with SEND
- Liaise closely with staff from excluding and receiving schools to ensure continuity of provision
- Develop and monitor school induction processes to ensure they allow for early identification and meeting of individual needs

Teaching and Learning

- Model and share best SEND practice across the school.
- To model approaches and team teach alongside colleagues to develop highly effective practice, such as effective interactive teaching, modelling new concepts, classroom management, behaviour for learning
- To fulfil a teaching role that may include: delivery of interventions, team teaching, class and outreach teaching
- Model positive behaviour for learning and restorative approaches to managing conflict

Staff Management and Development

- Line manage assigned staff on a day to day basis
- Support staff to ensure their wellbeing and development of performance
- To lead CPD for teachers and support staff
- To demonstrate a commitment to his/her own continuing professional development and that of all staff
- To be involved in assessing the professional development needs of staff

Other Responsibilities

- Be aware of, and respond appropriately to, any health and safety, child protection and safeguarding issues raised by staff, children or families

- Take on any additional responsibilities that might be from time to time, determined by the Headteacher, as consistent and reasonable to your job duties, including deputising for the Deputy Headteacher in their absence.

Signatures

Job Description agreed by:

Employee:

Name: _____ **Signature:** _____ **Date:** _____

Line Manager/Head of Service/Headteacher:

Name: _____ **Signature:** _____ **Date:** _____