



Wadham School – Job Description

Assistant Headteacher: SENDCo



Contract: Permanent

Weeks per Year: Full time

Grade: Leadership Pay Scale, Points 8-12 (£50,151 - £55,337)

Responsible to: Headteacher

Main Purpose

To inspire excellence across the school, in particular with regard to SEND provision.

- The SENDCo will champion inclusion to achieve exceptional outcomes for SEND students at Wadham School.
- The SENDCo will liaise closely with the DHT - Inclusion for the strategic development and operational implementation of the school's SEND policy.
- The SENDCo will take responsibility for day to day operational decision making for all matters related to SEND at Wadham School.
- The SENDCo will ensure that Wadham School is compliant with all statutory legislation regarding SEND.
- The SENDCo plays a key role in the day to day running of the school and will be required to meet daily with the DHT - Inclusion and other leaders to ensure the smooth and effective operational running of Wadham School.

Main Duties and Responsibilities

- Responsible for ensuring that the Special Educational Needs (SEND) policy and provision in Wadham School is implemented.
- Be responsible for the day to day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND with the aim of raising SEND pupil achievement
- To oversee staff deployment and resources according to the needs of SEND students; including restructuring roles and responsibilities within the team where necessary.
- In liaison with the Curriculum Leads for Maths and English, ensure the effective deployment of staff and resources to enable excellent outcomes from numeracy and literacy intervention.
- Ensure all Access Arrangements for students are in place and that statutory SEND responsibilities with regard to public examinations are fully compliant.
- To liaise with staff, parents and external agencies and to co-ordinate their contribution, to provide maximum support and ensure continuity of provision for students in all key stages.
- To ensure excellent tracking and monitoring processes are in place to support the achievement of SEND students ranging from Year 6 CATs testing through to support for SEND students applying for Post 16 provision.
- To be responsible for maintaining Wadham School's SEND profile [SEND register] ensuring that it is always up-to-date and is an accurate picture of SEND need across the school.
- To be responsible for the accurate identification of SEND need across the school, ensuring a rigorous and thorough assessment process.
- To report as necessary to senior leaders, the Headteacher and governors as required on the effectiveness and efficiency of SEND provision at Wadham School.
- Support the DHT - Inclusion in providing training, professional development and guidance to staff to support excellent practice with regard to SEND working.
- Working closely with the AHT – Teaching and Learning to provide accurate evaluation of the quality of education and development and recruitment needs within the SEND department.

- Support and provide guidance to Curriculum Leaders and other leaders with regard to high quality curriculum design that will support excellent achievement for SEND students
- Take responsibility for line management and performance management of identified members of staff as directed by the DHT – Inclusion and/or Headteacher.

Other Duties

- The SENDCo will be a part of the senior leadership team at Wadham School.
- They will be part of the on-call support rota and responsible for input into strategic decisions related to the direction of the school.
- The SENDCo will support all matters related to external marketing of Wadham School. This will include liaison with partner schools and parents and attendance at Open Evenings and other outward-facing events.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies; including taking a role within the Safeguarding Team.
- To play a full part in the life of the school community, to support its Christian values and ethos and to encourage staff and students to follow this example.
- Take responsibility for their own professional, CPD and wider reading as expected of a SENDCo, in addition to maintaining to current educational thinking, policy and statutory changes.
- To play a full part in the life of our community, to support its vision, mission and values.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

All Wadham staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the school. The particular duties and responsibilities may vary from time to time.

Personal Attributes

Essential:

- Qualified Teacher Status (QTS)
- A degree or equivalent
- Completion of NASENCo award (or are prepared to undertake this as soon as appointed)
- A track-record of exceptional classroom teaching with an acute understanding of effective pedagogy
- A commitment to and knowledge/experience of effective strategies to maintain and raise attainment, in particular to address the differing needs which exist in the mixed ability classroom, which include second language learners
- Significant experience of improving outcomes for students with SEND or disadvantage
- Experience in the use and analysis of data, tracking and target setting to raise attainment at individual student, class and cohort level and identify performance
- Direct experience of managing a budget and resources (including staff resources)
- A commitment to the aims and values of comprehensive education, the school's vision and ethos, as well as the implementation of equal opportunities policy and practice
- Ability to drive and have access to a car.
- A commitment to and evidence of professional development
- Energetic and relentless in striving for excellence
- Can demonstrate effective leadership qualities
- Ability to work both autonomously and as a member of a team
- Ability to forge effective professional relationships and establish positive partnerships with parents and carers in an empathetic and approachable manner
- Has the personal qualities needed to build effective relationships with colleagues and students
- Is an excellent practitioner
- Is highly motivated
- Is flexible, able to work under pressure, meet deadlines and prioritise workload

- Is a reflective practitioner who responds to change positively
- Is highly qualified and a well organised person
- Is a confident communicator
- Has high expectations of colleagues and all students regardless of their need
- Is able to enthuse others about learning and is able to communicate this to the students and the faculty
- Demonstrates commitment and a flexible approach to professional development
- Is confident, resilient and has a good sense of humour
- Is a good 'team player'

Desirable:

- Additional school leadership training (NPQSL or similar)
- Experience of the DDSL role in schools
- Experience of working as a middle leader.
- Safer recruitment trained or commitment to being so
- Previous experience as SENDCo either in a secondary/middle school environment or large primary setting
- Experience of working effectively with external stakeholders, including local authority representatives with excellent knowledge of current national initiatives.
- An understanding of the principles of management and leadership with an ability to engage others and to lead a team to achieve its goals
- An awareness of staff professional development and the enthusiasm to deliver and promote on-going staff training, particularly in high quality teaching and learning
- Is flexible, able to work under pressure, meet deadlines and prioritise workload

Notes

This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Key to Acronyms Used/Glossary of Terms Used in this Job Description

SEND = Special Educational Needs & Disabilities
 SENDCo = Special Educational Needs & Disabilities Co-ordinator
 LAC = Looked After Children
 CPD = Continuing Professional Development
 NASENCo = National Award for SEN Co-ordination
 DDSL = Deputy Designated Safeguarding Lead

DHT = Deputy Headteacher
 AHT = Assistant Headteacher
 STPCD = School Teachers Pay & Conditions Document
 NPQSL = National Professional Qualification for Senior Leadership