

Job overview – **Assistant Headteacher with responsibility for SEND**

Overview and Responsibilities

The main purpose of the role:

The successful candidate will play a central role in the Leadership Team, providing strategic vision and operational deliverance on all matters linked to this post and whole school leadership. The successful candidate will be a qualified SENDCo, or be willing to complete the National SENDCo (NPQ) qualification as part of their CPD.

You will work with the Inclusion Manager (DHT) providing professional leadership and management within SEND to secure high-quality teaching, improved standards of learning and support all staff to develop their teaching to support all learners.

You will take a central role in assisting the Leadership Team, to develop our school in accordance with its shared values and our school development plans

Key duties:

Work in very close partnership with the Inclusion Manager (DHT), SENDCo Assistant and Inclusion Team.

Support the Leadership Team in the effective day to day management of the school and school community

Support SEND CPD for classroom-based staff ensuring their needs are identified and met through quality training opportunities within available resources.

To be responsible for collating evidence for specific sections of the school's SDP and self-assessment report, especially those relating to standards and attainment of pupils with SEND.

To work with the Leadership Team to report to governance on all aspects of SEND, learning, progress and development, implementation and review of school improvement plans including regular monitoring and evaluation of actions, standards and quality of provision.

Determine, organise and implement a diverse, adaptable curriculum and implement an effective assessment framework throughout the school for pupils on the SEN register.

To be responsible for raising standards in Teaching and Learning for SEND pupils, teachers and teaching assistants across relevant Key Stages.

To ensure that all provision for pupils within designated key stages is appropriate, adapted and effective.

To facilitate the Annual Review process of EHCP pupils and ensure that the provision of SEND children is compliant with the SEND Code of Practice.

Carry out assessment of pupil need and make necessary referrals to external agencies.

In liaison with the Inclusion Manager, to ensure the curriculum entitlement and school timetable meets the statutory requirements and reflects the needs of the pupils.

Ensure that adaptive learning is at the centre of strategic planning and resource management.

Monitor the progress of SEND pupils throughout the year, identifying gaps and any underachievement (through classroom learning visits, book scrutiny, discussion with pupils, teachers and leaders)

Evaluate analysis of SEND data to identify barriers to learning and suggest ways to address these.

Promote and model good relationships with parents and carers, which are based on partnerships to support and improve pupils' learning and achievement.

Contribute to the development of the school as a community within the community, strengthening partnerships with families, neighbours, our local and wider community, other schools, services and the local authority

Skills and Qualifications

Successful candidate qualities:

Qualifications:

Recognised teacher training qualification – Cert Ed. / PGCE / QTS or QTLS / Diploma in Teaching (essential)

National award for special educational needs co-ordinator (NASENCO) or within 18 months of starting the post (desirable)

Accredited training in specific areas of special education, e.g. Autism, Dyslexia etc. (desirable)

Management/leadership qualification (desirable)

Experience:

Proven track record of excellent creative and structured teaching within a mainstream setting or special needs environment.

Experience of holding responsibility for and turning policy into effective and successful practice.

Leadership of a significant area or phase or inclusion, including responsibility for raising standards across the whole school.

Effective team management and working collaboratively and effectively with others.

Communicating effectively to a wide range of different audiences through a range of different mediums.

Effective relationships working successfully with a range of external agencies.

Experience of having carried out the SENDCo role is desirable.