



## JOB DESCRIPTION

### AHT & SENDCo

**Job Title :** Assistant Headteacher, with responsibility for SEND

**Location :** Asquith Primary School

**Pay Range :** L1 – L5 (£49,781 to £54,939)

This job description outlines, within the terms of your conditions of employment, the range of professional duties attached to the post. It is not a comprehensive nor exhaustive list of those duties. The terms and conditions of the employment of a teacher are clearly stated in the STCPD and Burgundy Book, Teachers Standards. The post holder will be expected to uphold the professional standards for qualified teachers.

#### **All staff responsibilities:**

- To live our school values, demonstrating friendship, equality, respect, determination and inspiration in your everyday work life.
- To value professional development and welcome any training opportunities to develop personal skills and knowledge.
- To agree to follow the school's policies and procedures including having regard to Asquith Values, KCSIE 2024 - Child Protection and the Safeguarding of children.

#### **1. PURPOSE OF THE JOB**

To assist the Headteacher with the management and organisation of the school in seeking to achieve the highest standards of pupil achievement and school efficiency by playing a major role in:

- Formulating the aims and the objectives of the school
- Establishing the policies through which they are to be achieved
- Managing staff and resources towards their achievement
- Monitoring progress towards their achievement

To be responsible for the day-to-day operation of provision made by the school for pupils with SEND and provides professional guidance in the area of SEND to secure high-quality teaching and the effective use of resources to bring about improved standards of achievement for all pupils.



### **Strategic Member of the Senior Leadership Team**

- Supporting the headteacher to collect information to write the School Self Evaluation
- Supporting the SLT and Governors in the monitoring of learning and teaching of SEND children as set out in the assessment calendar
- Supporting the headteacher in writing the School Development Plan
- Actively contribute to the development and implementation of the school's vision and strategic goals, ensuring alignment with the School Improvement Plan.
- Assist in the formulation and evaluation of school policies, ensuring they reflect and support the school's strategic priorities.
- Utilise data to drive decision-making processes, identifying areas for improvement to support the achievement of strategic objectives.
- Ensure the curriculum is aligned with national standards and supports the school's strategic aims.
- Oversee the deployment of resources effectively to meet the strategic goals of the school.
- Engage with parents, governors, and the wider community to foster support and engagement with the school's strategic vision.
- Lead change initiatives that align with the school's strategic direction, ensuring their effective implementation.
- Support the strategic development of staff by identifying and implementing relevant professional development opportunities.
- Identify potential risks to the school's strategic objectives and develop appropriate mitigation strategies.
- Ensure compliance with statutory requirements and school policies, maintaining high standards of governance.
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### **Leading teacher**

- Supporting teachers in their classrooms through demonstration of techniques and strategies that are effective for SEND children



## **Lead on SEND**

- To lead, manage, develop and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils
- To model effective teaching, to coach and train colleagues and to teach across the school
- To keep all aspects of SEND paperwork including records and policies, up-to-date and actioned, as appropriate
- Based on the needs of the school at the time, the postholder will through monitoring, set priorities for SEND that are written in an action plan and then carry out the actions to improve this area of the school
- Monitor the impact of the actions to ensure the best possible outcomes for the SEND children within school
- Provide regular information to Senior Leadership Team (SLT) and governors on the effectiveness of SEND provision and outcomes
- Advise and contribute to all aspects of SEND training to ensure the professional development of staff

## **THE STATUTORY REQUIREMENTS**

The appointment is subject to the current conditions of employment for Assistant Headteachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

## **DUTIES AND RESPONSIBILITIES**

### **Shaping the future**

- Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Motivates and works with others to create a shared culture and positive climate
- Works with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement



### **Leading teaching and learning**

- Be a good role model to all teaching staff within the school and reflect a high level of professional teaching standards
- Demonstrates and articulates high expectation and set stretching targets for the whole school and */or key stage areas*
- Monitors, evaluates and reviews classroom practice and manages improvement strategies.
- Analyse and interprets school data to inform classroom practice across the school

### **Developing self and working with others**

- Manages positive working relationships with all staff.
- Motivates and challenges all staff to maintain high expectations of behaviours.
- Develops and maintains effective strategies and procedures for staff induction, professional development and performance review

### **Managing the organisation**

- Recruits, retains and deploys staff appropriately
- Implements evidence-based school development plans and policies for the organisation and its facilities
- Ensures that policies and practices take account of national and local policies and initiatives
- Manages the school environment to ensure that the school meets all health and safety regulations
- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care and as the Designated Safeguarding Lead fulfil the statutory duties as defined in KCSIE 2024



### **Securing accountability**

- Manages staff roles and ensures that responsibilities are clearly defined, understood and agreed
- Works with the governing body or Governing body committees to enable them to meet their statutory responsibilities
- Is able to present the school's performance and other school initiatives to a range of audiences, parents, Governors, school improvement officers and other external agencies.

### **Strengthening the community**

- Works with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community
- Builds the reputation of the school with the outside community
- Creates and maintains partnerships with parents and carers to support and improve pupils' achievement and personal development

### **Child protection**

- To act as a Deputy Designated Safeguarding Lead, Assistant Head and Senco
- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively.