



**JOB DESCRIPTION – Associate Assistant Headteacher - SENCO**

Job title	Associate Assistant Headteacher - SENCO
Grade/Salary	Leadership Pay Scale L7 – L9
Responsible to:	Deputy Headteacher (Pastoral)
Responsible for:	SEN Support Assistants and Assistant SENCO
Purpose of the job:	The Associate Assistant Headteacher - SENCO is required to carry out the duties of a school teacher as set out in the School Teachers' Pay & Conditions document and the Teachers' Standards.
Effective from:	

**Studley High School Aims & Values:**

Studley High School, Warwickshire; a comprehensive school where students of all abilities can develop and thrive as individuals and as part of a community. We encourage all students to understand that belief in oneself, when combined with integrity and 'doing the right things in the right way' will lead to success.

We promote excellence in all that we do so that everyone at Studley High School can support the school aims in:

- Promoting high expectations of all
- Encouraging mutual respect, support and trust so that all can achieve their best
- Maintaining a place where honesty, openness and fairness lead to outstanding relationships
- Developing high levels of self esteem
- Ensuring belief, self-confidence and resilience is celebrated in our students
- Always aiming higher and being ambitious for the future
- Promoting high levels of wellbeing for all
- Developing curious citizens who can communicate effectively and embrace technology
- Demonstrating the Studley Values in their day-to-day experience

It is paramount to the success of students that they are prepared fully for the challenges and opportunities that await them as they move on to post 16 life. We work hard to equip students with the skills and character attributes to thrive and make positive contributions to society. In a world where technology and social dynamics are ever evolving we are committed to preparing students to embrace and adapt to change.

Our values:

**Adaptable | Aspirational | Charitable | Creative | Independent | Mature | Resilient | Selfless**

**Overall responsibility**

- 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 paperwork including records and policies, up-to-date and actioned, as appropriate
- To oversee the SEND team with the support of a Deputy SENCO.
- To ensure all statutory requirements for SEND students are met.



### **Key Accountabilities: -**

**Strategic direction and development of SEND provision in the school** – with the support of and working with the Deputy Headteacher Pastoral to:

- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
- Support all staff in understanding the needs of SEND pupils
- Devise and promote individual education plans to ensure the needs of pupils with SEND are met and that they are reflected in the school improvement plan
- Keep the school Provision Management System up to date, to monitor and evaluate the offer for the pupils with SEND.
- Targets for pupils with SEND, evaluate the effectiveness of teaching and learning by analysis and use these analyses to guide future improvements
- Analyse and interpret relevant school, local and national information relating to pupils with SEND and advise the head teacher on the level of resources required to maximise achievement
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately
- Ensure that pupils with SEND and their parents/carers are enabled to share their views and that these are acted upon appropriately

### **Leading and Managing Policy and Achievement**

- Shape and articulate a vision with clarity, inspiring others to generate commitment to common goals and values for the Curriculum area.
- Develop and consult on all school aims, policies and objectives in relation to SEND.
- Ensure that the school has an effective SEND policy which meets all statutory requirements.
- To provide timely reports and information required by external partners for students with SEND.
- To liaise with external providers and internal stakeholders (including parents) to monitor the effectiveness of the “school offer” for curriculum provision for students with SEND.
- Analyse the performance of students of SEND in detail after each data drop and implement appropriate actions to tackle identified areas of underachievement, where needed
- Work with the SEND and Pastoral Team and Curriculum Leaders to ensure identified students are accessing subject specific teaching and interventions to best support their progress and transition to mainstream lessons, where appropriate.
- To design, deliver and monitor the effectiveness of intervention programmes and curriculum courses to ensure value for money and the highest impact on student progress and outcomes.
- Work with Primary Partner Schools and post-16 providers to ensure students’ achievement is maximised and beyond as a result of effective transition.
- To maintain a SEND Register and to provide specialist advice and guidance to staff for every student identified as SEND.
- Ensure identified students have an appropriate plan, eg EHCP, to support their individual needs so they make good or better progress.

### **Leading and Managing Teaching and Learning:**

- Support the identification of, and disseminate the most effective teaching approaches for pupils with SEND.
- Collect and interpret specialist assessment data on SEND to inform practice
- Work with pupils, learning assistants, subject teachers and CALs to ensure realistic and challenging expectations of pupils with SEND
- Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEND



- Co-operate with all concerned to promote the welfare of the students.
- Work in conjunction with the Exams Officer to ensure the statutory, efficient, cost effective management of all access arrangements for internal and external subject examinations for SEND students.
- Ensure the effective deployment of Support Staff to maximise the impact of their interventions with students within Subject areas.
- Ensure effective administration and record keeping.
- Ensure the SEND Offer is published on the website and kept up to date.
- Maintain regular communication with parents as appropriate for individual or group matters.

### **Leading and managing Staff**

- Achieve constructive working relationships and establish opportunities for the Associate Assistant Headteacher - SENCO, teaching assistants and other teachers to review the needs, progress and targets of pupils with SEND
- Provide regular information to the Leadership Team (LT) 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
- Lead the team effectively through all changes, maintaining a balance between Strategic and Operational activities.
- Carry out and monitor the performance of SEND Support Staff.
- Effective and regular line management with members of the SEND team.
- Be accountable for staff performance within the SEND team, implementing strategies to support development and maintain high standards.
- Play a full role in the recruitment and retention of staff in the SEND team.
- Play a full role in ensuring meetings with their Line Manager are productive, developmental and effective in raising standards.

### **Leading and Managing Resources**

- Identify appropriate resources to promote and support the achievements of SEND children and ensure they are used efficiently, effectively and safely
- Oversee and monitor appropriate budget allocations in liaison with the Assistant Head teacher, Headteacher and School Bursar
- Ensure a stimulating working environment for effective learning across the whole SEND team, ensuring the regular update of classroom and corridor displays.
- To ensure and be accountable for the efficient management of the departmental budgets and resources.
- Ensure that all staff working with the SEND team are informed of any specific Health and Safety matters pertinent to the subject and that appropriate Risk Assessments are carried out.
- Liaise with the site team to ensure adaptations are made to the school site to ensure the individual needs of students with disabilities are met.

### **Additional responsibilities and general requirements:**

- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues
- To undertake responsibilities commensurate with the role of SENCO in their area, as directed by the Executive Headteacher in their specific job description.
- To be a member of the wider senior leadership team and attend meetings associated with this role.
- To take responsibility for your own wellbeing.
- To undertake break and lunchtime duty supervision as directed by the Head of School focussed upon securing positive wellbeing for the students within the ELP and SEND provisions.
- To play a full and active part in the life of the school community and support its ethos.



- At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.
- This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

### **Commitment to Safeguarding Children:**

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:

- Having excellent knowledge of the school safeguarding policy and procedures regarding child protection.
- Becoming aware of the signs and symptoms of abuse by attending relevant safeguarding training.
- Understanding and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation, Female Genital Mutilation.
- Reporting all causes for concern to the Safeguarding team using detailed and accurate information.
- Ensuring the safety of all students in the school learning environment both indoor and outdoor.
- It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (or in the case of staff to report to the Headteacher).

### **School Ethos:**

- To play a full part in the life of the school community, to support its values and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To comply with the school's GDPR policy
- To comply with the school's Code of Conduct for employees.

### **Equalities**

- To understand and comply with the Equality Information and Objectives Policy.
- The Trust is committed to the promotion of equal opportunities and diversity.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**

### **Signatures:**

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. The job description should be seen as enabling rather than restrictive and will be subject to regular review.

### **Special Requirements:**

An enhanced Disclosure and Barring Service (DBS) check and references will be requested in the event of a successful applicant. Where applicable, a prohibition from teaching check will also be completed.

Signed .....  
(Issued by - Headteacher)

Signed .....  
(Received by – staff member)

Dated .....

Dated .....



**PERSON SPECIFICATION – Associate Assistant Headteacher - SENCO**

<b>Qualifications and experience</b>	<b>Essential</b>	<b>Desirable</b>
Qualified Teacher Status (or equivalent)	✓	
Relevant Degree	✓	
Evidence of, or willingness to undertake the National Award for Special Educational Needs Coordination if necessary	✓	
<b>Professional Skills and Experience</b>		
The desire and ability to create a safe and nurturing learning experience for all children	✓	
A sound understanding of the SEN Code of Practice	✓	
Experience of working across the age range of schools	✓	
Evidence of working effectively as a team member	✓	
Excellent people skills – motivating, inspiring and challenging others to produce best outcomes for all children.	✓	
Experience of intervention programmes	✓	
Good understanding of planning assessment techniques	✓	
An ability to plan coherently and implement developments effectively	✓	
A strong commitment to developing strategies to meet the personalised learning and emotional needs of every child	✓	
Ability to use ICT to support teaching and learning.	✓	
<b>Personal skills</b>		
Ability to plan for a range of needs combined with a clear view of the next steps in a student's learning	✓	
Ability to work to a schedule	✓	
Confident in taking responsibility and showing initiative	✓	
Commitment to understanding equal opportunities	✓	
Ability to communicate ideas effectively to a high standard, both in written and oral form	✓	
Confidence, enthusiasm and a sense of humour	✓	
Resilience	✓	
Personal motivation to ensure children achieve	✓	
<b>Personal qualities</b>		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
Ability to work calmly under pressure	✓	
Ability to communicate clearly orally and in writing	✓	
Confident, polite and friendly manner	✓	
Good organisational and time management skills	✓	
Enthusiasm and commitment to teaching	✓	
Ability to embrace innovation and change	✓	
Ability and willingness to contribute to whole school improvement programmes	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓	
Commitment to the highest standards of child protection and safeguarding	✓	