



St John's & St Clement's C of E Primary School

JOB DESCRIPTION

Title of Post: Assistant Headteacher with responsibility for Inclusion

Salary Scale: Leadership Scale 4 - 9

Responsible to: Head Teacher

Purpose of Job: To provide for the educational, social, moral, spiritual and cultural development for each individual child in the class allocated for each specific academic year

Exercise of Particular Duties

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document (2009 and updated every year), specifies the professional duties required to be carried out by all teachers. In addition, "a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to him by the Headteacher from time to time, such particular duties as may reasonably be assigned to him".

The SEND and Inclusion Assistant Head Teacher, in collaboration with the Head Teacher, plays a key role in determining the strategic development of the SEND policy and provision in the school, to raise achievement of children with SEND. The SENCo takes day to day responsibility for the operation of the SEND/ FSM/ LAC/ EAL/ PP and Higher Potential policies, and leads the provision made for individual children within these groups, working closely with staff, parents and carers and other agencies. The SENCo also provides related professional guidance to colleagues with the aim of securing high quality teaching for children within identified groups.

The SEND and Inclusion Assistant Head Teacher, with the support from the Head Teacher and Deputy Head Teacher seeks to develop effective ways of overcoming barriers to learning and sustaining effective teaching through analysis of assessment of children's needs, by:

- Monitoring the quality of teaching and standards of pupils' achievements, and setting targets for improvement
- Monitoring progress of objectives and targets for pupils with SEND from teachers' plans, evaluating the effectiveness of teaching and learning by work analysis and using these analyses to guide future improvements
- Collaborating with the wider SLT so that the learning for all children is given equal priority, and available resources are used to maximum effect
- Being pro-active to ensure accelerated learning occurs in pupils identified
- Overseeing the day-to-day operation of the school's SEND/ FSM/ LAC/ EAL and HIGHER POTENTIAL policies
- Leading and co-ordinating provision for children with Special Educational Needs and Disabilities
- Liaising with and advising colleagues
- Overseeing the records of all SEND/ FSM/ LAC/ EAL/PP and Higher Potential
- Contributing to the in-service training of staff, inclusive of the wider SLT

- Liaising with external agencies including the LA's support and educational psychology services, health and social services and voluntary bodies

The SEND and Inclusion Assistant Head Teacher is committed to:

- Securing and delivering the key functions of the school
- Carrying out professional duties of a teacher other than a Head Teacher as described in part 10 of the school Teachers' Pay and Conditions Document, including those duties particularly assigned to him/her by the Head Teacher
- Being determined to ensure all pupils under their care achieve accelerated learning, are engaged and are ready for the next stage of their development
- Promoting the fundamental core belief that all children can be taught and that all children can achieve, regardless of background, ability or previous learning
- Providing an example of excellence as a leading classroom practitioner, inspiring and motivating other staff members
- Achieving the highest standards throughout this phase of leadership
- Delivering 21st Century learning
- Engaging the whole school community

Main Duties, Responsibilities and Accountabilities

- To assist the Head Teacher in the leadership and management of the school
- To take full responsibility for leading and managing accelerated progress for all SEND/ FSM/ LAC/ EAL/ PP and Higher Potential pupils
- To be the lead professional exemplifying Teachers' Standards and professionalism; to be a role model for colleagues, and to ensure all staff, including NQT, are fully supported
- To carry out class teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum
- To undertake annual Performance Management, setting and agreeing targets linked to the school development plan and setting priorities with the Head Teacher

Other Duties

- To co-ordinate all bi-annual reviews and attend/chair where necessary
- To attend daily and weekly meetings, in accordance with school policy, and to lead such meetings as required
- To lead whole-school assemblies and to support other staff with assemblies
- To prepare and present reports, as required by the Headteacher, to Governors, parents and other relevant outside agencies
- To attend occasional meetings during evening hours, weekends or in school holidays as required

Key Organisational Objectives

The post holder will contribute to the school's objectives in service delivery by, always:

- Enacting Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection Legislation
- Operating within the school's Equal Opportunities framework
- Committing to and contributing to improving standards for pupils as appropriate
- Acknowledging customer care and quality initiatives

- Contributing to the maintenance of a caring and stimulating environment for pupils

Leadership and Management

The post holder will assist the Head Teacher in shaping a vision and direction for the school, setting out high expectations, professional conduct, having a clear focus on pupils' progress, 21st century learning, bridging the gap for identified learners and the promotion of engagement of all members of the local community. To achieve this, they must:

- Play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the Head Teacher, Governors and other senior members of staff, and actively and consistently promote those aims
- Take full responsibility for developing and monitoring policies and practices as laid down in the School Development and Learning plan and in agreement with the Head Teacher, and lead and manage implementation of those policies
- Lead by example, inspiring, motivating and influencing staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline
- Provide effective leadership and management, guidance and support, for all staff as agreed with the Head Teacher
- Achieve accelerated learning for all SEND/ FSM/ LAC/ EAL and Higher Potential children through improving the quality of teaching and learning
- Make a significant contribution to the school's Continuing Professional Development programme, including co-ordinating training/leadership programmes, delivering INSET and working with individuals and teams in a variety of professional development activities
- Assist the Head Teacher in school self-review and evaluation and in the effective planning and management of school resources to secure future and immediate improvements for identified children
- Maintain an informed view of standards and of the quality of provision across the school for all identified children; achieve this by monitoring pupils' work, teachers' planning and the delivery of interventions
- Actively promote equality of opportunity by working as part of a Senior Leadership Team in ensuring the school's curriculum provides the best possible education for all its pupils, considering ethnicity, gender, SEND, EAL, and emotional needs that may affect learning
- Lead the day to day administration and organisation of SEND provision across the school, as agreed with the Head Teacher, including taking responsibility for agreed areas, intervention timetables, and deployment of learning support assistants
- Support the implementation of the school's Performance Management policy, to secure improvement and individual professional development
- Participate in recruitment and selection, as agreed with the Head Teacher
- Carry out leadership and management tasks in accordance with school policy and practice
- Provide regular information to the Head Teacher on the evaluation of SEND provision

Teaching and Learning

The post holder will carry out class teaching duties, as agreed with the Head Teacher, providing a model of excellence for colleagues; this may include providing in-class support for colleagues through demonstration lessons

The post holder will provide leadership and support for all colleagues with regard to teaching and learning and the curriculum, including:

- Managing the planning and delivery of the curriculum across the school, including developing schemes of work and medium-term plans
- Supporting subject leaders in developing their role in relation to raising standards for SEND children.
- Supporting teams and individuals with short /medium and long-term planning
- Organising and delivering training, as needed, to groups of staff to enhance SEND provision
- Supporting staff in the use of assessment information to inform teaching and learning
- Inducting and supporting NQTs, less experienced staff and/or supply teachers where relevant
- Providing in-class support to staff, through demonstration lessons, team teaching, observations and feedback

The post holder will undertake a lead role across the school maintaining high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary. Support the identification of the most effective teaching approaches for pupils with SEND and disseminate those approaches. Liaise effectively with parents and carers for all identified pupils, ensuring good relationships between school and home are enhanced and maintained.

The post holder will work with the Head Teacher and staff to develop effective ways of bridging barriers to learning through:

- Assessment of Needs
- Monitoring of teaching quality and pupils' achievements
- Target setting, including IEP's
- Developing a robust recording system for progress
- Monitoring the delivery and outcome of intervention strategies, updating and enhancing where applicable
- Establishing, pro-actively, up to date interventions and implementing them consistently throughout EYFS/KS1 and KS2
- Collect and interpret specialist assessment data to inform practice
- Undertake day-to-day co-ordination of SEND/ FSM/ LAC/ EAL and Higher Potential pupils' provision through close liaison with staff, parents and external agencies
- Work with Head Teacher, and other members of the SLT to ensure all pupils' learning is of equal importance and that there are realistic expectations of pupils
- Consider the range of teaching strategies/equipment that could be utilised for pupils at School Action PI
- Teach children across the school effectively so that identified children are making accelerated progress compared to their starting points

Safeguarding Responsibilities

The post holder must:

- Have a sound working knowledge of Child Protection issues and the need for confidentiality, and identify to the named Child Protection colleague in school any concerns in respect of individual children.
- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety and Security, Confidentiality and Data protection, reporting all concerns to an appropriate named person
- Support the protocols and systems that are in place to address the needs of children with or any child in need as defined in the Children's Act
- Ensure Safeguarding Procedures and the Common Assessment Framework are in place, are understood and are implemented within every phase of the school

- Ensure Child Protection procedures and processes are followed throughout the school

Effective Deployment of Staff and Resources

- Advise the Head Teacher of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency
- Maintain and develop resources, co-ordinating their development and monitor their effectiveness in meeting the objectives of school and SEND policies

Staff Member _____

Date _____

Headteacher _____

Date _____