

**JOB DESCRIPTION**

**Post:** Head of Primary and Lower School SENCO

**Responsible to:** Head of Lower School and Executive Head

**Leadership Scale:** 12-16

**Responsibilities: Teacher**

* To teach for a maximum of five hours per week, including small group intervention.
* Set and mark classwork and homework and keep appropriate records in line with school policy.
* Monitor, evaluate and report on the work of all students taught using school systems.

**Responsibilities: Head of Primary**

* To deputise for the Head of School in her absence.
* To lead all aspects of primary provision at New Regent’s College.
* To be a designated C.P lead for primary aged students.
* To monitor the quality of teaching and learning within primary and Line Manager for Primary teachers and support staff.
* To establish a curriculum for primary aged learners which meets their individual needs.
* To oversee Special Educational Needs across the Lower School.
* To monitor EHC plans
* To be the lead professional for behaviour and safety within primary.
* To lead on assessment within primary and monitor the progress and development of learners.
* To be responsible for reporting systems.
* To participate in the recruitment of teaching and support staff.
* To lead training for staff.
* To carry out appraisals of staff.
* To report on standards to the Executive Head Teacher, Management Board and Hackney Learning Trust.
* To be an effective part of the Senior Leadership Team and attend weekly meetings.
* To attend and contribute to meetings of the Management Board.
* To co-ordinate trips and visits for primary aged learners.
* To lead on the delivery of the Primary Section of the School Improvement Plan
* To establish excellent working relationships with parents and local schools.
* To ensure effective communication within the whole community.
* To participate in the planning process for our new building and plan the successful transition of Primary onto the new site.

**Person Specification**

* Qualified Teacher Status.
* Senior or Middle Leadership experience within the primary sector including a Primary PRU or Primary Special School.
* A commitment to inclusive education and Equal Opportunities.
* Excellent Behaviour Management skills.
* A good understanding of SEND. You will either hold the SENCO qualification or be willing to study for it
* Excellent verbal and written communication skills.
* An excellent understanding of the Primary Curriculum.
* An excellent understanding of safeguarding and safer recruitment.

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Notes

Additional specific responsibilities will be agreed with the Executive Headteacher depending on the strengths, prior experience and professional development needs of the successful candidate.

**A** The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

**B** This post is paid on the Leadership Spine. It is not subject to teacher’s Pay and Conditions, especially as regards 1265 hours and limitations on the number of meetings per week.

The Executive Headteacher is required to be mindful of work/life balance.

**C** This job description is not necessarily a comprehensive definition of the post. It will be

reviewed at least once each year and it may be subject to modification or amendment at

any time after consultation with the holder of the post.

Signed; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_