



Grestone Academy
Part of Hamstead Hall Academy Trust

JOB DESCRIPTION

NAME:

SALARY: L7 – L11

JOB TITLE: Assistant Head of School - SENDCo

START DATE:

CORE PURPOSE:

- To be a member of the SLT and to contribute to the strategic development of Grestone Academy as directed by the Heads of School.
- To work with the Senior Leadership Team to support staff and students to be the best that they can and work towards an environment where:
 - 1) All students make at least good progress.
 - 2) Teaching is consistently good or outstanding.

JOB PURPOSE:

- To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progress through effective inclusion of pupils with additional needs in conjunction with other relevant staff.
- To lead and manage the SEND policy and practice across the academy.
- To raise standards of pupil attainment and achievement for SEND pupils across the curriculum and to monitor and support pupil progress.
- To lead on the development and monitoring of Teaching and Learning in all its aspects relating to SEND pupils.
- To develop and enhance the teaching practice of others and nurture a culture where good practice is regularly shared.
- To ensure an appropriately broad, balanced, relevant and differentiated curriculum for pupils in accordance with the aims of the academy and the curricular policies determined by the Directors, Governing Body and Head of School.
- To effectively manage and deploy teaching/support staff, Teaching Assistants, financial and physical resources relating to SEND pupils to support the designated curriculum.
- To liaise with other staff including EAL Lead, DSL to ensure all needs are being met
- To deliver SEND training to all staff in line with the SEND code of practice and the latest SEND guidelines/developments

MAIN (CORE) DUTIES

Operational/ Strategic Planning:

- To be qualified to work with children and to have undertaken relevant DBS, Health and Right to work in UK checks.
- To demonstrate an ambitious vision for SEND within the academy with high standards for quality and performance.
- To ensure there is a SEND policy in place, which meets statutory requirements which is reviewed at least annually.
- To be accountable for leading the development of appropriate resources, schemes of work, assessment and teaching and learning strategies for SEND pupils.
- To be accountable for the day-to-day deployment of staff and physical resources.
- To be accountable for monitoring and following up student progress
- To implement Academy Policies and Procedures, e.g. Equal Opportunities, etc
- To work with colleagues to formulate aims, objectives and strategic plans for the Academy to meet the needs of students and the priorities, as per the school development plan
- To ensure the academy has an Accessibility Plan in place that is up to date
- To link with staff necessary to ensure that the work in the curriculum area fully reflects the Academy's distinctive ethos and mission.
- To ensure that Health and Safety policies and practices are followed in line with Academy Trust procedures
- To ensure high standards of professional conduct and confidentiality at all times

Curriculum Development:

- To be accountable for leading on SEND development across the academy that meets the needs of all pupils
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To ensure that teaching enables pupils to develop skills in reading, writing, communication and mathematics.

Recruitment/ Deployment of Staff:

- To work with the Head of School and SLT to ensure that staff development needs are identified, through Appraisal reviews and targets, and appropriate programmes are designed to meet such needs.
- To line manage the Teaching Assistants and to be responsible for their efficient and effective deployment and all other SEND support staff, voluntary or otherwise where applicable.
- To produce up to date timetables for Teaching Assistants
- To undertake Appraisal Review(s) of all the Teaching Assistants
- To participate in the shortlisting and interview process for Teaching/Teaching Assistant posts when required and to ensure effective induction of new staff in line with Academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme, where applicable

- To be responsible for the day-to-day management of staff within the Academy and act as a positive role model.

Quality Assurance:

- Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with additional need , securing the best possible achievement for all pupils and especially for vulnerable groups and those eligible for Pupil Premium
- To establish common standards of practice within the academy and develop the effectiveness of teaching and learning styles within the academy
- To monitor and evaluate the quality of teaching and learning of SEND provision through monitoring tools such as lesson observations, book scrutiny's, results evaluation reports surveys/questionnaires.....
- To ensure staff mark and assess pupils' work regularly and provide detailed and accurate feedback in line with the academy's marking policy.
- To take appropriate action to effect improvement as a result of internal and external monitoring and review processes.
- Provide regular reports to SLT/Governors/Directors that evaluate pupil achievement and provide appropriate action points.
- To monitor and evaluate the provision for SEND in line with agreed academy procedures.
- To ensure that SEND provision is monitored as part of the quality assurance procedures and form part of the academy's self - review procedures
- To be involved in the academy programme of external departmental reviews and to produce actions plans for future development
- To work with the Academy Trust and Inclusion Department to ensure consistency within the academy trust

Management Information:

- To have responsibility for annual reviews of statemented pupils and the completion of/conversion to EHC Plans for pupils within the academy
- To work with relevant agencies on formal assessment procedures as part of the EHC Plan process
- To develop a system to ensure all information and data relevant to SEND pupils is up to date, accurate and available to all staff
- To ensure the Code of Practice is up to date and accurate and in turn available for census purposes
- To ensure all Pastoral Support Plans are up to date and available to staff
- To be responsible for accessing the correct funding for SEND pupils
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from pupil data
- To support in the production of pupil reports of SEND pupils
- To produce reports on end of Key Stage performance, including the use of value-added data.
- In conjunction with the Head of School and Assessment Lead to manage the collection of data and to produce the annual results analysis for SEND pupils in line with academy procedures.

Communications:

- To ensure that all members of the Academy are familiar with its aims and objectives of the SEND policy
- To ensure effective communication/consultation as appropriate with the parents of pupils.
- To liaise with partner schools and secondary school to ensure effective transition for SEND pupils.
- To liaise with the SENCo at Hamstead Hall Academy to assess pupils for examination access arrangements
- To be responsible for liaison with Head of School and SLT regarding statutory assessment for SEND pupils
- To chair meetings of Teaching Assistants and other SEND staff
- To attend all meetings in relation to SEND both in and out of the academy

Marketing and Liaison:

- To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of links with partner schools and the community with attendance where necessary at Open Evenings and other events regarding SEND provision.
- To actively promote the development of effective subject links with external agencies.

Pastoral System:

- To be accountable for monitoring and supporting the overall progress and development of SEND students within the academy.
- To put in place appropriate action plans to address underachievement of individual students and groups of students. E.g. Disadvantaged pupils
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To be responsible for upholding high standards of pupils behaviour in line with the academy's behaviour policy.
- Support the schools behaviour policy and be responsible for helping to maintain high standards of pupil behaviour in the Academy at all times.
- To engage with parents and carers to support pupil's achievement and attitude to learning in line with academy policies.

General:

- To be, by example, a source of inspiration for other members of staff so that the importance of good or better teaching is recognised and valued.
- To develop a team ethos that supports the development of effective phases.
- To model fair and equitable treatment of all stakeholders regardless of age, gender, race, and or religion.
- To Attend weekly SLT meetings and carry out all duties as expected of a member of the SLT as directed by the Head of School
- To adhere to the Academy Trust's staff code of conduct
- To attend governors meetings when required

Other specific duties particular to the post of Assistant Head of School SENDCo:

- 1) To have legal responsibility in all its aspects for all students on the SEND Code of Practice.
- 2) To have a teaching responsibility to showcase good practice and improve pupil outcomes

Line Manager:

SENDCo will be responsible to Head of School and through him/her to the Executive Principal.

Review

This job description may be subject to review and change to accommodate the changing needs of the Academy, after consultation, at the request of Executive Principal, Line Manager or postholder.

Signed _____ Postholder

_____ Head of School/Executive Principal

_____ Date

Hamstead Hall Academy Trust (Grestone Academy) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful candidates.

May 2019