**Beverley St Nicholas Community Primary School**

**Assistant Headteacher (Inclusion)**

Responsible to: The Headteacher and Governing Body of the school

Salary: L3-7

**Main purpose of the role:**

* To assist the headteacher in the organisation, management and development of the school, carrying out specific duties for the role including responsibility for the inclusion agenda and all pupils who fall within this area(SEN, EAL, Disadvantaged, PP, CLA, Most able)
* To carry out teaching duties
* To assume responsibilities of the headteacher in his/her absence
* To be responsible for promoting and safeguarding the welfare of children within the school
* To carry out the duties of this post in line with the remit outlined in the School Teachers’ Pay and Conditions document

**Duties and Responsibilities**

* Support the head teacher and governors in establishing a vision for the future of the school
* Establish effective measures for progress and achievement in light of Government changes
* Play a leading role in the school improvement planning process, through agreed priorities
* Contribute to the school’s self-evaluation process, including devising and monitoring action plans and other policy development
* Lead by example especially when implementing change and improvements in standards
* Promote a culture of inclusion within the school community where all views are valued and taken account of
* Be an excellent role model, exemplifying a high standard of teaching and promoting high

expectations for all members of the school community

* Work with the head teacher to raise standards through staff performance management, as

outlined in the school’s staffing structure

* Help with the provision of training and support for all staff as required
* Be responsible with the head teacher, for the process involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lessonobservations, statistical analysis and target setting
* Promote and protect the health and safety welfare of pupils and staff
* Be responsible for promoting and safeguarding the welfare of children and young peoplewithin the school
* Contribute to the school’s ethos and vision
* Support the development of collaborative approaches to learning within the school and beyond
* Organise and support the induction of staff
* Participate in the selection and appointment of teaching and support staff, including overseeing the work of supply teachers, as required.
* Be a good role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
* Work closely with the head teacher in ensuring an appropriate programme of professional development for all staff, in line with the school development plan and performance management outcomes
* Contribute to the day to day effective organisation and running of the school
* Support the staff and governing body in fulfilling their responsibilities in relation to assessment and standards

**Specific tasks**

* Have responsibility for the school’s SEN and Inclusion policy
* Ensure that the school’s policy is consistently applied throughout the school
* Interpret and analyse data and provide reports to the Headteacher and governors for SEN, EAL, Most able, CLA & PP, Disadvantaged groups of pupils
* To act as the designated teacher for Looked After Children
* To establish, allocate, deploy and maintain staff and resource needs, including teaching assistants for SEND/PP/Disadvantaged/G&T, EAL provision with maximum efficiency, to meet the objectives of the school and to ensure value for money and advise the leadership team accordingly managing a delegated budget
* Manage a system of recording the progress of pupils on the SEN register, EAL pupils and PP
* Assist staff in the identification of children within inclusion, advising them on appropriate strategies
* To monitor the progress of children within inclusion and to observe and assess their progress
* Identify groups of pupils and individuals who are at risk of underachievement and devise strategies for raising the achievement (in partnership with others)
* Organise induction for pupils within inclusion new to the school
* Manage the referral of children to appropriate support services
* To take responsibility for own professional development and keep up to date with recent developments for SEND, most able, PP and EAL groups
* Lead on closing the achievement gap of any groups across the school
* To liaise, inform, consult and prioritise referrals to appropriate agencies

**Note**

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

General Information:

* The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
* The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder’s responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
* The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
* East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.
* In your role you are required to speak English with sufficient fluency to effectively perform your duties, as required by Section 42 of the Immigration Act 2016.

Signature of Post holder: Date: / /

Signature of Headteacher: Date: / /