



## Job Description: Assistant Headteacher – Safeguarding, SEND & Inclusion

Responsible to: Headteacher and Governors

Grade: L4 - 9

This appointment is subject to the current conditions of employment of teachers contained in the current School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation. This job description is not necessarily a comprehensive definition of the post, duties may vary within this framework in line with its general character and level of responsibility entailed. It will be reviewed annually and it may be subject to modification or amendment at any time, after consultation with the holder of the post.

### **SUPERVISORY RESPONSIBILITIES**

SEND Teaching Assistants and teaching and support staff working in the school's autistic provision

### **JOB PURPOSE**

The primary purposes of this post are:

- As an Assistant Head of the school, to lead by example in all matters relating to the school's vision and ethos and assist with the day to day leadership and management of the school
- As Inclusion Leader, lead whole school provision for our SEND and vulnerable children, EAL pupils, Gifted and Talented pupils and children entitled to pupil premium, securing outstanding inclusive practice and excellent learning outcomes and success for all pupils including those in our ASD provision
- To provide professional leadership and management across the school which leads to effective inclusion and improved outcomes for vulnerable pupils including those with Special Educational Needs and Disabilities
- To be responsible for leading on Safeguarding and Child Protection
- To constantly seek and implement strategies which will bring about improvement and play a leading and strategic role in closing gaps for disadvantaged pupils
- To undertake whole class teaching, should the need arise

### **Main activities and responsibilities**

1. The Assistant Headteacher (Inclusion) will have specific responsibility for ensuring that pupils from the following groups have the provision and support they need to enable them to achieve well:
  - Pupils with identified or potential Special Educational Needs and Disabilities
  - Pupils with identified social, emotional and behavioural difficulties
  - Pupils eligible for Pupil Premium (working with our Deputy Headteacher)
  - Pupils who are Looked After Children
  - Pupils subject to a Child Protection Plan or deemed a Child In Need
  - Pupils with identified medical needs
  - Pupils at the beginning stages of EAL
  - Pupils identified as gifted and talented
2. They will be responsible for co-ordinating the work of staff involved in pupil support, including those in the ASD unit, and for implementing, monitoring, evaluating the effectiveness of provision for vulnerable pupils. As a member of the leadership team the Assistant Headteacher will be expected to demonstrate high expectations and, working alongside other teaching leaders, have a significant impact on improving provision and outcomes for all children.

## **2. SPECIFIC DUTIES**

### **Qualities and Knowledge**

1. To work effectively with the school leadership team and governors to articulate the ethos and values of the school to a wide range of stakeholders
2. To provide a model of effective practice which has a positive impact on staff, parents and pupils
3. To maintain up to date knowledge of statutory and best practice guidance at an international, national and local level and utilise this to assist in moving the school forward
4. To demonstrate thorough knowledge and understanding of high quality inclusion, the Special Educational Needs Code of Practice and how to meet the needs of learners with additional needs
5. To support the school in embedding excellent practice in all aspects related to inclusion
6. To demonstrate positivity, resilience, creativity and a determination to improve and inspire this in those they lead
7. To provide effective support for vulnerable families and pupils at risk of underachievement or exclusion

### **Leading Teaching and Learning**

1. To lead and oversee our ASD provision, ensuring effective provision and progress for the children attached to the unit
2. To regularly monitor progress of pupil premium pupils and pupils with SEN and/or disabilities and evaluate the effectiveness of teaching to guide future improvements
3. To keep all aspects of paperwork, including reports, records and policies, up-to-date and actioned, as appropriate
4. To analyse and interpret specialist assessment data on SEN and local and national information relating to pupil premium pupils and pupils with SEN and advise the Head of School /Executive Head teacher on the level of resources required to maximise achievement
5. To monitor teaching activities and target setting and develop and maintain a system for recording the progress of pupils with SEND
6. To liaise with staff, parents, external agencies and other schools to provide maximum support and ensure continuity of educational provision for pupils with SEND.
7. To develop partnerships with parents to ensure that their views are considered and acted upon appropriately
8. To ensure that pupils with SEND are enabled to share their views and that these are acted upon appropriately

### **Pupils and Staff**

1. To demonstrate ambition and high expectations for progress and standards, particularly for disadvantaged pupils or those with Special Educational Needs or Disabilities and instil a commitment to this in those they lead
2. To contribute to improving teaching and learning and pupil support, through coaching, modelling and providing appropriate professional development to colleagues
3. To support the leadership team in establishing a culture of sharing good practice and self-reflection
4. To instil in pupils a sense of self-worth, resilience, responsibility and self-belief

### **Systems and Processes**

1. To assist with ensuring the consistent implementation of school policies and practices across the school and lead on aspects of policy development and review, particularly those relating to inclusion
2. To contribute to rigorous and robust self-evaluation through effective analysis of data, monitoring and review of teaching and learning, evaluating curriculum provision and identifying key strategic priorities within the area of responsibility
3. The AHT will lead significant aspects of the SIP, particularly those relating to outcomes and provision for vulnerable pupils
4. To be familiar with the processes around Common Assessment Frameworks and act as the lead professional when required

5. To support the work of the Head Teacher and SLT ensuring that the school is a safe, well ordered environment and that safeguarding practices and pastoral care are exemplary across the school
6. To act as an appraiser and hold colleagues to account for pupil outcomes within the framework of the school appraisal system
7. To work with alongside governors and school leaders to bring about school improvement through the delivery of the School Improvement Plan;
8. To ensure robust systems are in place to report, record and action concerns regarding children's safety well-being and provide regular reports to stakeholders on the effectiveness of such processes
9. To exercise strategic financial planning to ensure budgets are spent effectively to improve provision and outcomes for vulnerable pupils, including deployment of staff and resources, in a way which is sustainable