DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk

DEPUTY HEAD OF INCLUSION FACULTY AND DEPUTY SENCO
Band A £29,664 - Band C £48,244 plus Management Allowance 4 £7,853

We require an experienced energetic and well qualified teacher to join a successful Inclusion Faculty to deputise for the Head of Faculty and to be a Deputy SENCO.

Under the direction of the Head of Inclusion Faculty, the successful candidate will be expected to lead and manage a team of teaching and support staff with SEN, the Inclusion Centre, Intervention and EAL.

Drayton Manor is a heavily oversubscribed and successful school. Student achievement is high with a value added score at A Level placing us in the top 12% of schools nationally and 50% of GCSE students achieving the English Baccalaureate. We are very proud of our ethos.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk

For further information and an application pack, please visit the Job Vacancy section of the school's website - http://www.draytonmanorhighschool.co.uk/

For any other queries, please contact the school's Human Resources Department on 020 8357 5604.

The closing date is 12 noon, Tuesday 19 March 2019

No agencies, faxes or CVs.

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JOB DESCRIPTION

JOB TITLE Deputy Head of Inclusion and Deputy SENCO

GRADE Management Allowance (MA) 4

RESPONSIBLE TO Head of Inclusion and SENCO

JOB PURPOSE

To deputise for the Head of Inclusion and develop and co-ordinate whole school strategies to raise achievement. To manage and develop the work of the Inclusion Faculty to include the Inclusion centre, in class support and intervention lessons.

KEY TASKS

All staff have a responsibility for promoting and safeguarding the welfare of the children and young people s/he is responsible for, or comes into contact with

- To Deputise for the Head of Inclusion and SENCO
- To work with colleagues including the Senior Leadership Team to develop and lead on innovative approaches for student intervention
- To plan and deliver ongoing CPD on teaching and learning in-school and in partner schools
- To monitor, identify and coordinate intervention strategies to ensure all groups of students achieve. In particular Pupil Premium, SEN, Looked After Children, NEETS and identified underachieving groups
- To liaise with senior staff, other Heads of Faculty/Departments, Heads of Year and other key staff to ensure that school policies are implemented
- To oversee the planning, development, delivery and evaluation of all aspects of the faculty work to maximise student progress
- If there is not a responsible post holder in his/her own subject/area, to take on the role and responsibility of the Head of this subject/area within their area
- To promote a purposeful, disciplined and thriving learning environment within the Faculty which aims to raise student expectations and self esteem
- To line manage staff within the area and oversee the Faculty performance management, appraisal and staff development

- To lead and coordinate the intervention timetables for students
- To manage effectively and efficiently resources within the Faculty
- To effectively manage a budget
- To oversee the work of the Inclusion Centre and liaise with the Deputy SENCO
- To keep up to date with national changes in Special Educational Needs and update policy and procedure accordingly
- To liaise with English and Maths Faculties in supporting the implementation of strategies to raise attainment
- To work with pastoral staff and the Head of Inclusion to identify and support students
- To attend relevant meetings i.e. parent's evenings, annual reviews, the schools' consultation structure and parent's consultation as required
- To oversee the creation of relevant records and reports, including those for communicating and consulting with parents of students
- To support the faculty self-review and evaluation and contribute to Schemes of Work
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with
- To liaise with parents/carers of identified students and provide support and advice as appropriate
- To manage the Access Arrangements for students by conducting assessments, producing a register and supporting faculties in implementing the arrangements
- To liaise with subject teachers on the educational needs of allocated students to reduce barriers to learning and facilitate inclusion
- To advise on teaching strategies which promote greater access to the curriculum for allocated students with Special Education Needs
- To offer advice and support to teaching staff in providing a quality first teach approach, under the direction of the SENCO
- To liaise with the SENCO to ensure that individual students SEN are met effectively and that the requirements of EHCP students are fully met

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PERSON SPECIFICATION

POST TITLE Deputy Head of Inclusion and Deputy SENCO
Management Allowance (MA) 4

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	Essential	Desirable
Qualifications	• Qualified Teacher status • Degree • PGCE or equivalent	• MA or equivalent recent INSET in SEN • SENCO Qualification • Access Arrangement qualification
Experience	• Successful teaching experience working with students on intervention programmes • Ability to develop a curriculum which is sensitive to the needs of all students • Evidence of effective leadership	• Experience of a curriculum area • A post of responsibility within SEN • Phonics training • Experience of Access Arrangement applications to the JCQ
Ability/Skills	• Ability to lead a team • Imaginative and able teacher with ability to relate well to students with additional needs • A good communicator • Ability to liaise successfully with parents and external agencies • To manage and be responsible for the efficient and effective use of faculty resources • Ability to manage a budget • Ability to professionally mentor and develop faculty staff • To chair Annual Review meetings • To produce individual & group reports • To keep accurate records of the content of work	• ICT skills

Equal Opportunities	• Awareness of and commitment to equal opportunities • Ability to promote and support the school's Equal Opportunities Policy	
Safeguarding	• Commitment to safeguarding and promoting the welfare of children and young people	
Disposition	• Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour • To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal • To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the faculty • Evidence of commitment to and understanding of collective responsibility	• A willingness to initiate curriculum innovation