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**Job Description – Assistant Headteacher SEND and Inclusion**

**Salary Grade:** L14-L18

**Key Responsibilities:**

* Creating and maintaining and ethos with the Inclusion Department in keeping with the school’s vision and values.
* To strategically lead on the development of whole school SEND Inclusion.
* Leading and managing a team of Inclusion staff to ensure that provision is effective and ensures that students achieve well and have the best life chances.
* Contributing to decisions regarding curricular provision and assessment arrangements for all SEND students.
* Leading and managing relevant quality assurance and evaluation processes including the analysis of data.
* Reviewing staff performance under the school’s Appraisal Policy, in order to assist in the CPD of staff and improve standards of support and intervention.
* Building the department into an effective team, working together to share good practice and to develop the capabilities of all team members, in order to maximise student progress and achievement.
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students, in accordance with the aims of the school and the curricular policies determined by the Headteacher and Trust.
* Ensuring that all Inclusion staff have a clear understanding and consistent application of the appropriate school policies and procedures regarding conduct management, target setting, planning, progress tracking, intervention strategies and reporting to parents, in order to encourage the full commitment of all students in these respects.
* Working in partnership with parents/carers, other providers and outside agencies as necessary.
* Leading relevant CPD provision of staff, including leadership development across the team so that the capacity of the team is maximised.
* Undertaking a strategic role in development planning for Inclusion.
* Working alongside a range of colleagues to ensure that effective transition arrangements are in place for students at all key stages.
* To ensure the effective deployment of staff within your team so that in-class support and quality interventions are impactful and support our students.
* Maintaining accurate and up to date records.
* To manage related budgets and funding initiatives.
* To liaise with students, parents/carers, outside agencies to ensure effective provision
* To maintain the SEND provision map and liaise with all stakeholders, as necessary.

**General Leadership Responsibilities**

As a member of the Leadership Team to:

* Assist the Headteacher in the leadership and development of the school
* Assist the Headteacher in the implementation of school policies
* Promote the aims, objectives and ethos of the School
* Assist in monitoring and evaluating whole school performance, as appropriate
* Ensure specific day-to-day functions of the School run smoothly
* Establish good working relationships with staff, students and parents/carers
* Inspire, motivate and influence staff and students, taking a leading role in maintaining the highest possible standards of teaching, learning and student behavior.
* Play a significant role in formulating the School Development Plan (SIP) and the Self Evaluation Form (SEF) along with the Headteacher, Senior Leadership Team and other senior staff.
* Work with the Deputy Headteacher in order to ensure that internal data informs strategy and intervention where required.
* Undertake duties.
* Take a leading role in improving the involvement of parents, carers and the community in the life of the school.
* Play a full part in the life of the School community, to support its distinctive ethos and to encourage other staff and students to follow this example.
* Continue personal development as agreed by the Headteacher.
* Engage actively in the performance review process.
* Line management of departments as assigned by the Headteacher.
* Undertake an appropriate timetabled teaching commitment, complying with Teachers’ Standards and modelling best practice for others.
* Promote an environment where children are inspired and excited to learn, and which fosters a spirit of enquiry.
* Plan, prepare and deliver high quality, differentiated lessons that are pacey, stimulating and challenging in line with the School’s schemes of work.
* Continue to meet the required standards for Qualified Teacher Status and a senior leadership role in school

**Leading and Managing Staff**

* To take a strategic overview of the Inclusion Team.
* To lead professional development of the Inclusion Team.
* To produce strategic plans for the development of the Learning Development Team and strengthening policies and practices which fulfil whole school aims and improving staff and student achievement and progress.
* To develop and maintain excellent relationships, communicating effectively with all stakeholders.
* To assist the Headteacher in creating an ethos that provides an educational vision and direction which secures effective teaching, learning and achievement for students.

**Achievement and Progress**

* To set targets for raising the achievement of specific students.
* To maintain and develop systems for identifying, assessing and reviewing provision and progress.
* To monitor and evaluate the effectiveness of provision for identified groups of students, including internal and external alternative packages.
* To develop understanding amongst staff of specific learning needs and the importance of raising achievement among students and ensuring that students are happy and safe.
* To analyse, interpret and evaluate data to track students’ progress and carry out appropriate interventions to address underperformance in relation to Teaching and Learning for SEND.
* To develop systems and interventions to drive forward attainment in SEND.

**Teaching and Learning**

* To observe teaching and learning across the whole school and feedback to colleagues with a particular focus on engagement and inclusion of all children.
* To provide a model of excellent classroom practice through whole class and support teaching.
* To identify and adopt the most effective teaching approaches for students with particular needs.
* To monitor the effectiveness of teaching and learning activities to meet the needs of all students.
* To help create and maintain an effective and positive climate for learning.
* To lead whole school training with regard to Inclusion and SEND provision.
* To coach and mentor individual teachers and teaching assistants who require development and training.