

TITLE OF POST:	Associate Assistant Headteacher (SENDCo)
GRADE:	MPS + TLR 1a
DATE OF APPOINTMENT:	January 2022
LINE MANAGER:	Deputy Head of School

JOB DESCRIPTION

Job Purpose

- To lead, manage and evaluate high quality SEND provision to secure quality first teaching and excellent learning outcomes success for **all** pupils.
- To model effective teaching, to coach and train colleagues and to teach classes as appropriate
- To design, coordinate and evaluate targeted interventions
- To effectively lead and coordinate a team of learning support staff
- To keep all aspects of paperwork including records and policies, up-to-date and actioned as appropriate
- To teach an agreed timetable (the role is non-class based with a teaching commitment of 0.5)

Key responsibilities

Strategic direction and development of SEND provision in the school – with the support of, and working with, the Deputy Head of School:

- To provide strategic direction in regard to SEND provision throughout the school, including targeted interventions
- To ensure that the SEND policy and practice is compliant with legislation and best practice and is being effectively administered
- To support the identification of, and disseminate the most effective teaching approaches for pupils with SEND and maintain the SEND register of pupils
- To compile and evaluate the school's provision map
- To regularly monitor progress against targets for pupils with SEND
- To monitor the quality of SEND support delivered both by Learning Support Assistants and by classroom teachers through work / planning analysis and interventional analysis; use these analyses to guide future improvements
- To support Class Teachers in setting individual targets which are both challenging and aspirational.
- To lead on Annual Reviews for children with Education and Health Care Plans
- To lead on applications for Education and Health Care Plans
- To liaise with outside professionals, including Educational Psychologists, ASC advisor, Case Workers, CAMHS professionals

- To work in close partnership with families, including liaising with parents and carers concerning: pupil progress and concerns; updates to EHCPs and individual targets; the use of external agencies for identifying SEND; and to be proactive in communication about these issues
- Identify appropriate resources to promote and support the achievements of SEND children and ensure they are used efficiently, effectively and safely
- Oversee and monitor appropriate budget allocations in liaison with the Head of School and School Business Manager

Extended senior leadership team responsibilities:

- To work to improve standards in the school through the School Improvement Plan
- To support the Head of School and SLT in school self-review procedures, including the strategic use of performance data and the subsequent formulation of the School Improvement Plan, CPD and the SEF
- To support the Head of School in maintaining high morale and confidence amongst staff, and to set an example of professional standards and leadership
- To work closely with the Senior Leadership Team in developing the school's ethos for consistently high quality teaching and learning and driving high standards and expectations.
- To monitor, evaluate and review with the SLT the effectiveness of school policies, priorities and targets
- To prepare and present reports as required to e.g. governors, LA, parents, outside agencies
- To promote a positive ethos in the school based on high expectations of teaching and learning
- To work with staff, pupils, governors and parents to secure commitment to the vision and direction of the school
- To play a full role in the wider senior leadership team of the school

Quality First Teaching:

- To provide a model of excellence for colleagues; this may include providing in-class advice on SEND teaching strategies for colleagues through demonstration lessons, team teaching, observation and feedback
- To encourage all members of staff to recognise and fulfil their statutory responsibilities to all identified SEND pupils
- To support the identification of, and disseminate the most effective teaching approaches for pupils with SEND.
- To collect and interpret specialist assessment data on SEND to inform practice
- To work with pupils, class teacher and key stage managers to ensure realistic and challenging expectations of pupils with SEND
- To monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEND

Managing own performance and development:

- To demonstrate resilience and resourcefulness.
- To take responsibility for own professional development.
- To participate in the school's appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.
- To think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- To undertake training and professional development as appropriate

Additional responsibilities and general requirements:

- To meet with and report to the Head of School on a regular basis to ensure the efficient management of the school
- To ensure good communications are maintained between staff through structured meetings and the regular dissemination of information
- To actively promote constructive working relationships within the school and a pleasant professional atmosphere
- To undertake any professional duties commensurate with the grade of the post as reasonably delegated by the Head of School
- To show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- To attend and participate in relevant training, sharing the knowledge and ideas gained with colleagues

PERSON SPECIFICATION

Qualifications and experience

- Have qualified teacher status
- Experience of leadership and management in a primary school or other educational setting
- Hold the National Award for SEN Co-ordination, undertaking or willing to
- Evidence of continuing professional development, research and training

Skills

- Ability to develop and maintain good personal relationships with pupils, staff, parents/carers, Governors and the wider community
- Ability to demonstrate leadership qualities
- Ability to work effectively with staff in the monitoring of learning and teaching
- Ability to work with, lead and motivate individuals and teams of staff
- Ability to communicate effectively
- Ability to raise achievement by use of assessment data analysis and target setting
- Ability to work under pressure and meet professional deadlines
- Ability to manage and resolve conflict
- Ability to use ICT for school management purposes
- Ability to demonstrate outstanding classroom practice.

Strategic development

- Ability to communicate a strong clear vision for high quality primary education which maximises the potential of the school
- Have thorough working knowledge of the SEN Code of Practice
- Ability to articulate ways of building, communicating and implementing a shared vision
- Experience of school self-evaluation, and ability to formulate effective processes for undertaking this

Knowledge

- Thorough understanding of and commitment to inclusive education
- Thorough understanding of the factors that impact on raising the achievement of children in the Primary sector
- Awareness of current educational developments, initiatives and research relating to primary education
- Thorough understanding of managing planning, assessment and record keeping, and how these affect optimal pupil progress
- Thorough understanding of how children learn

Personal Qualities

- Commitment to raising standards of attainment and equal opportunities across the school
- Commitment to maintaining strict confidentiality
- Passion for excellence and ability to lead by example and encouragement
- Commitment to develop own knowledge, understanding and skills
- Enthusiasm, flexibility and sense of perspective

Quality First Teaching

- An outstanding classroom practitioner with a track record of good and outstanding teaching
- Ability to plan, teach and assess effectively and to a high standard
- Excellent understanding of assessment and how to use it to maximise pupil progress
- Effective behaviour management skills
- Experience of improving the quality of teaching of others
- Experience of supporting the leadership team to monitor, evaluate and improve teaching and learning across a school
- Experience of using and selecting ICT to enhance teaching and learning
- Experience of using research evidence to inform teaching and learning
- Successful, recent teaching experience across the Primary Phase