

Job Description: Assistant Headteacher (Learning Support and SENDCO)

Responsible to: Headteacher

The Assistant Headteacher will play a significant role in the formulation and implementation of policy in all areas of school life. S/he represents the values and ethos of the school to the students, parents, governors and wider community.

The postholder will be paid on the Leadership Scale 10 - 14

This document should be read in conjunction with the relevant section(s) of the current School Teachers' Pay and Conditions document.

School Leadership responsibilities

- a) To contribute to the formulation and monitoring of school policy aims and objectives.
- b) To support student learning as the core purpose of the school.
- c) To play an active part in upholding high standards of student behaviour and responsibility.
- d) To share responsibility for the development and welfare of all staff.
- e) To participate in key events, eg Open Evening; staff appointments; support for colleagues, extra-curricular and out-of-school-hours activities.
- f) To shadow, support and rotate roles with other members of the School Leadership Team as necessary.
- g) To work with the headteacher and school governors to ensure that the school meets its statutory and educational responsibilities.

Leading teaching, specifically for students with SEND

- a) To teach, as directed by Headteacher.
- b) To participate and lead, as appropriate, monitoring and quality assurance of teaching.
- c) To be line-management link to specified sections of the school.
- d) Carry out the performance management and appraisal of a number of colleagues.
- e) To provide or coordinate appropriate training for school staff.

Specific Responsibilities

- a) To work with the Headteacher and Governing Body to coordinate to strategic direction and development of SEND provision in school
- b) To oversee the day-to-day operation of the school's SEND policy and co-ordinate provision for children with SEND
- c) To liaise with parents of students with SEND
- d) To be a key point of contact with external agencies and educational professionals
- e) To identify appropriate achievement targets for SEND students

- f) To monitor and evaluate progress, behaviour and attitudes for SEND students, and work with subject staff to achieve targets.
- g) To plan and implement strategies where improvement needs are identified.
- h) To ensure that the school keeps accurate records of all students with SEND
- i) To manage staff, budget and resources allocated to SEND
- j) Manage and oversee the transition programme for students with SEND joining the school