

## **GH Leadership Scale Points 10 - 14**

### **1. Post**

- Member of the Senior Leadership Team
- Teacher of a subject in the secondary age range
- Secondary SENDCO (or willingness to attain qualification)
- Line Manager of the Primary SENDCO
- Line Manager of the SEND team of assistants
- Line Manager of two or three secondary subject Heads of Department

### **2. Purpose of the Job**

- To work closely with the Head Teacher and Governors on the strategic direction, vision and values of inclusive education.
- To lead on the strategic planning, managing and evaluation of curriculum design and the quality of teaching and learning with respect to students with SEND, PPG and Higher Prior Attainment.
- To work very closely with the Pastoral AHT to have a joined-up approach between Behaviour and SEND.
- To work closely with the DSL on a strategic level.
- To liaise with the AHT for Curriculum and Assessment to ensure an offer that is fit for purpose and meets the needs of all students.
- To have overall responsibility for the statutory arrangements linked to students with SEND
- To work closely with outside agencies to ensure student well-being and to therefore maximise student progress.
- To present regular reports to Governors on the academic progress of students with SEND, PPG and HPA.
- To hold teachers to account for the quality of education for vulnerable student groups.
- To explore and budget for alternative curriculum offers where appropriate.
- To advise students of vulnerable groups, and their families, at key transition points such as Year 9 Options, Work Experience, post-16 Options and Further Education.
- To work with the HR Manager to ensure high quality appointments and to fulfil our safer recruitment policy.

### **3. Functional Relationships**

The post-holder is responsible to the Head Teacher in all matters.

The post-holder also interacts on a professional level with all colleagues and parents and will seek to establish and maintain productive relationships with them and to promote mutual understanding of the school aims with the purpose of improving the quality of pastoral care and progress management in the school.

### **4. Remuneration**

This post is paid on the Gildredge House Leadership Scale with a range of L10-L14.

### **General Expectations**

To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.

To perform such other tasks as may reasonably be required by the line manager or by Head Teacher

Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

### **Professional Development**

- Attend relevant training as instructed by the school to improve self-performance
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

### **Additional Information**

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.
- The post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time, which are commensurate with the grade.

The post-holder will undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the school's Equal Opportunities Policy. While carrying out duties, the post-holder will ensure that confidentiality is adhered to at all times, and ensure that procedures and guidelines are followed in line with data protection of all information and data exposed to in the line of duty.

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