

Assistant Head Teacher - SEND Lead

Job Description

Job details

Salary: Leadership Pay scale RP12 - 16 (dependent on experience and expertise)

Hours: 32.4hrs per week

Contract type: Full time / Permanent

Reporting to: Headteacher

Responsible for: SEND Support Officer

Main purpose

The assistant headteacher will support the headteacher and deputy headteacher in:

- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership
- The day-to-day management of the school, specifically responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Formulating the aims and objectives of the school with a particular focus on the strategic development of special educational needs (SEN) policy and provision in the school
- Managing staff and resources to that end, providing professional guidance to colleagues, working closely with staff, parents and other agencies
- The SEND lead will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

It is not anticipated the assistant headteacher/SENCO/SEND Lead will also have a timetabled teaching commitment but may be required on to teach on occasions, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the headteacher.

Qualities

The assistant headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct

- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's children
- Have ambitious expectations for all children with SEN and disabilities and the ability to inspire others

Duties and responsibilities of the Assistant Head Teacher – SEND Lead

School culture and behaviour

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance

Organisational management and school improvement

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies specifically related to SEND are effectively implemented

Staff management and professional development

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Performance-manage and deploy SEND support staff, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload

- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Work with the governing board as appropriate
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Strategic development of the SEN Policy and Provision

- Have a strategic overview of provision for children with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for children with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Support the work of the high needs base and the deaf resource base
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)

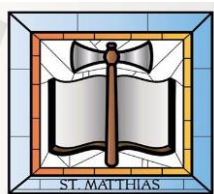
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

To direct the SEND Support Officer and oversee:

- The Identification of pupils' SEN
- The co-ordination of provision that meets the pupil's needs, and monitor its effectiveness
- The securing of relevant services for the pupil
- That records are maintained and kept up to date
- The reviewing of the education, health and care plan (EHCP) with parents or carers and the pupil
- The regular communication with parents or carers
- That where pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- The promotion of the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- The effective working with the designated employee for looked-after children, where a looked-after pupil has SEND

Please note that this is illustrative of the general nature and level of responsibility of the role. It's not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.



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Person specification

CRITERIA	QUALITIES
Qualifications and training	• Qualified teacher status • Degree • National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment • Professional development in preparation for a leadership role
Experience	• Leadership and management experience in a school • Teaching experience • Experience of conducting training/leading INSET, specifically relating to SEND • Involvement in school self-evaluation and development planning with a particular focus on SEND • Demonstrable experience of successful line management and staff development
Skills and knowledge	• Sound knowledge of the SEND Code of Practice • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Understanding of school finances including Pupil Premium

Personal qualities

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: January 2024

Next review date: tbc