



South Park Primary School

Self-belief Perseverance Pride Success

JOB DESCRIPTION

School:	South Park Primary School
Post Title:	Assistant Headteacher (Pastoral and Inclusion) Member of the Senior Leadership Team
Salary:	L5 – L9 (£55,822 - £61,225) <i>Outer London</i>
Hours:	Full-time
Contract type:	Permanent
Reporting to:	Headteacher
Responsible for:	Deputy SENCo, Wellbeing Leader, EMA Leader and SEND TAs

JOB PURPOSE

The assistant headteacher (Inclusion and Pastoral) will support the headteacher and deputy headteacher in:

- To support, hold accountable, develop and lead the pastoral and inclusion teams in order to secure high quality teaching, the effective use of resources and improved, high standards of learning and achievement for all pupils.
- To be a member of the Leadership Team and contribute as required to whole school management and leadership, beyond your designated area.
- Play a major role under the overall direction of the headteacher in:
 - Formulating the aims and objectives of the school
 - Establishing policies for achieving these aims and objectives
 - Managing staff and resources to that end
 - Monitoring progress towards meeting the school's aims and objectives
- Fulfil the role of SENCo, by determining the strategic development of SEN policy and provision in the school; be responsible for the day-to-day operation of the SEN policy and coordination of specific provision to support individual pupils with SEN or a disability; provide professional guidance to colleagues, working closely with staff, parents and other agencies.

The assistant headteacher (inclusion and pastoral) does not have a timetabled teaching commitment but the postholder may be asked to teach classes or deliver sessions to small groups or individuals, complying with the Teachers' Standards and modelling best practice for others.

While the assistant headteacher (pastoral and inclusion) will have responsibility for the oversight of provision for pupils with SEN or a disability, class teachers will hold responsibility for the day-to-day education and support of pupils within their classroom.

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

SPECIFIC RESPONSIBILITIES

Strategic development of SEN and well-being policy and provision

- Have a strategic overview of provision for pupils with SEN, disability and well-being needs across the school, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision for pupils with well-being needs, SEN or a disability.
- Make sure the SEN and any well-being policies are put into practice and its objectives are reflected in the school improvement plan.
- 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 and well-being policies and co-ordination of provision

- Maintain an accurate SEND register and provision map.
- Provide guidance to colleagues on teaching pupils with SEN, disability and well-being needs, and advise on the graduated approach to SEN support and other relevant strategies.
- 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, disability and well-being needs.
- Implement and lead intervention groups for pupils with SEN and well-being needs, and evaluate their effectiveness.

Support for pupils with SEN or a disability

- Identify a pupil's SEN.
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness.
- Secure relevant services for the pupil.
- Ensure records are maintained and kept up to date.
- Review the education, health and care plan (EHCP) with parents or carers and the pupil.
- Communicate regularly with parents/carers.
- Ensure if the pupil transfers to another school, all relevant information is conveyed to that school, and support a smooth transition for the pupil.
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.
- Work with the designated teacher for looked-after children (LAC), where a looked-after pupil has SEN or a disability.

Safeguarding

- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with SEN and well-being needs.
- Remain alert to the fact that pupils with SEN or well-being needs may be more vulnerable to safeguarding challenges.
- Fulfil the role of a deputy designated safeguarding lead.

LEADERSHIP RESPONSIBILITIES

These responsibilities are over and above those required by a teacher of main professional Grade or those staff who are members of the Senior Management Team.

- To lead a team of staff, including middle managers, and manage their appraisal performance.
- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- To take a lead in writing, monitoring and evaluating key documents, including the SEN policy, SDP and the SEF.
- Prepare and review information the governing board is required to publish.
- To identify professional development needs and co-ordinate staff development programmes to raise levels of achievement.
- To be involved with the development of whole school policies from 3-11 within your own area of responsibility and within others.
- To deputise for the Deputy Headteacher in their absence.
- To be an active member of the Leadership Team and work as a team ensuring appropriate professional conduct and confidentiality where appropriate.
- To actively support all policy decisions.
- To co-ordinate and assist with school events.
- To organise and lead assemblies.
- Contribute to the deployment of teachers, support staff and other adults to ensure their effective impact on pupils' learning.
- To promote the ethos and culture of the school - especially championing good outcomes for pupils with SEN or a disability - at all times to stakeholders and external parties.

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.

PERSON SPECIFICATION (ESSENTIAL)

QUALIFICATIONS & TRAINING	<ul style="list-style-type: none">• Qualified teacher status• Degree• Professional development in preparation for a leadership role• National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment
EXPERIENCE	<ul style="list-style-type: none">• Leadership and management experience in a school• Teaching experience (minimum of 5 years)• Involvement in school self-evaluation and development planning• Demonstrable experience of successful line management and staff development• Working in a SEND setting or with SEND pupils in a mainstream setting• Experience of conducting training/leading INSET
SKILLS & KNOWLEDGE	<ul style="list-style-type: none">• Sound knowledge of the SEND Code of Practice• Understanding of what makes 'quality first' teaching, and of effective intervention strategies• Awareness of school finances• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships• Good record-keeping skills
PERSONAL QUALITIES	<ul style="list-style-type: none">• 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: April 2024

Next review date: September 2024

Line manager's signature:

Date:

Postholder's signature:

Date:
