



## Job Description

<b>Job Title</b>	<b>Assistant Headteacher- SENDCO and Inclusion (Primary Campus)</b>		
<b>School</b>	<b>Seven Kings School</b>	<b>Salary Range</b>	<b>Leadership Scale 8-13</b>
<b>Purpose of Job</b>			
<ul style="list-style-type: none"> <li>To support and assist the Headteacher in creating an articulate and compelling vision and strategy for improving teaching standards which deliver the best possible student progress and attainment for all</li> <li>To provide the highest quality professional leadership and management, promoting a secure foundation from which all students can engage and achieve in their learning</li> <li>Through high quality leadership, support and develop all students and ensure that individual needs and entitlements are met</li> <li>Motivate and support teachers to maintain the ethos of challenge and support where all students can achieve success and engage in their learning</li> <li>To be a member of the Safeguarding team to ensure all students and staff are safe</li> <li>In collaboration with the Senior Leadership Team exercise individual and corporate responsibility for the care and promotion of the interests of the all through school community</li> <li>To provide the highest quality professional leadership and management of the Primary Pupil Support Team at Seven Kings School, promoting a secure foundation to achieve high standards in all areas of the school's work</li> <li>Through high quality leadership, help the school to support and develop all SEND, PPI, LAC and EAL pupils and ensure that individual needs and entitlements are met in line with the school's priorities and the individual needs of every child</li> </ul>			
<b>Key Tasks and Responsibilities</b>			
<p>The following expectations of the Assistant Head of Inclusion at Seven Kings School complement the generic responsibilities of staff on the Leadership spine as set out in the School Teachers' Pay and Conditions document. Nothing in this job description detracts from or replaces that document:</p> <p><b>Strategy</b> To support and assist the Headteacher</p> <ul style="list-style-type: none"> <li>Contribute to the development of the vision for the all through school by promoting the ethos of Seven Kings School, supporting all school policies and ensuring compliance among pupils</li> <li>Raise expectations and standards within the PS team and the school</li> <li>Motivate and work with others to create a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their learning</li> <li>Be accountable for raising pupil achievement and for the progress of staff within the team</li> <li>Be a role model of exemplary practice for colleagues within the department and across the all through school</li> <li>To ensure that the vision and strategic direction of education focus on a holistic approach to learning which is broader than examination results and targets and recognises the school's role in developing responsible citizens and an effective workforce</li> <li>With the clear strategic direction for the school which achieves the highest quality educational provision and high standards through the day to day management of student behaviour, providing support and professional guidance</li> <li>Supporting the Headteacher to ensure that the all through school benefits from a rigorous self-evaluation framework which substantially contributes to raising standards through reviewing and improving the quality of pastoral care ensuring a consistent and continuous school wide focus on achievement</li> <li>To have high expectations and work with the SLT to implement strategies that maintain high standards of behaviour for community, learning and attendance</li> <li>To ensure that guidance and support is provided to all students and promote relevant strategies to develop effective learning behaviour in the classroom and the community, including intervention groups to address specific needs/EHCPs and manage PSPs</li> <li>Engage with external agencies as appropriate to support, develop and protect students at the school</li> <li>Contribute to effective strategies and procedures for staff induction, professional development and performance review</li> <li>Co-operate and work with relevant agencies to protect children and support their development</li> <li>Attend child protection and safeguarding meetings</li> </ul>			

**Curriculum and Learning**

To support and assist the Headteacher

- To provide for the emotional, social and personal development of students to compliment academic development
- To ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning
- To take a strategic role in the development of new and emerging technologies

**Staffing**

To support and assist the Headteacher

- To manage and motivate all staff
- To provide opportunities for continuing professional development for all staff
- To manage the performance as needed
- Developing and maintaining effective strategies and procedures for staff induction, professional development and performance review
- Lead in the development of tutors/mentors, the pastoral team and all staff regarding pastoral practice including talent spotting

**Liaison**

To support and assist the Headteacher

- To develop positive relationships with parents, the local authority and the local community
- To work effectively with other professionals to ensure the best possible skills and resources are available for all students in order to maximise their potential

**Premises**

To support and assist the Headteacher

- To create a welcoming, safe and stimulating environment in which students, staff and visitors feel comfortable and which is conducive to learning

**Personal Development**

- To engage actively in Performance Management and Continuing Professional Development to ensure professional skills are kept up-to-date and developed
- Regularly review own practice, set personal targets and take responsibility for own personal development
- Engage in the programmes in the Learning Partnership offer
- Manage own workload and that of others to allow an appropriate work/life balance

**Leadership & Management**

- Lead and manage the Pupil Support team in terms of the recruitment and induction of SEND staff, ensuring staff have clear expectations of their roles and that high standards are achieved and maintained
- Lead and manage a team of HLTAs to organise and manage day-to-day deployment of SEND LSAs
- Observe and review the quality of learning and teaching of SEND pupils
- Lead and manage staff development
- Lead and manage Appraisal procedures for the SEND team
- Support all staff involved in working with pupils with SEND, PPI, LAC and EAL pupils
- Ensure staff are aware of their statutory responsibilities to pupils with SEND
- Manage timetables and other administrative tasks as appropriate
- Support and implement the school's programme of continuous professional development and contribute to the Teaching School agenda
- Oversee the effective management of resources ensuring that value for money principles are observed at all times
- Lead and attend appropriate leadership and SEND meetings
- Lead Annual/ Transition Reviews and write, monitor and evaluate EHCPs as well as be the link person between parents and outside agencies.
- Ensure effective and robust safeguarding systems and structures as part of a safeguarding team under the direction of the DSL
- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety and Security, Confidentiality and Data protection, reporting all concerns following school policy and in liaison with the DSL

### **Learning & Teaching**

- Take the lead role in the review and evaluation of pupil information for SEND, PPI, LAC and EAL pupils and link this to both curriculum and provision mapping to ensure that pupils are engaged in rigorous, appropriate and creative learning
- Keep abreast of current developments within SEND, PPI, LAC and EAL pupil teaching, research and recommend new courses consistent with national, school and departmental aims
- Lead the monitoring of SEND, PPI, LAC, and EAL pupil's progress against school targets
- Use and interpret performance data to evaluate outcomes, set pupil targets and devise and implement individual programmes to support pupils and, where appropriate, develop and deliver 1:1 or small group interventions
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND
- Assess, record and report on the development, progress and attainment of pupils in line with school policies
- Lead and manage the implementation of school initiatives and policies
- Oversee the implementation of the school's Learning and Teaching policy
- Ensure the team liaises with other school post holders as required to meet the learning needs of SEND pupils
- Regularly monitor the work of all members of the team and the progress of pupils taught by individual members providing support and direction as required
- Act as a role model of exemplary practice for colleagues within the school; supporting colleagues with behaviour management and making connections with behaviour for learning and classroom pedagogy
- Promote a stimulating learning environment which encourages pupils to learn
- Promote and support the general well-being of pupils with SEND, PPI, LAC and EAL pupils
- Promote cultural enrichment through the provision of a range of appropriate curricular and extracurricular activities

### **Other Professional Requirements**

- Carry out and maintain Medical Care Plans, liaising with parents and appropriate medical professionals
- Evaluate the views of pupils, parents and stakeholders and act on recommendations where appropriate
- Liaise with Parent Support Adviser, parents, carers and stakeholders in order to facilitate the flow of information about pupils
- Prepare and present reports to SLT and the Headteacher as appropriate

### **General**

- Attend, lead and participate in relevant meetings, training and other learning activities
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- To support the policies and aims of Seven Kings School
- Be responsible for own health and safety as well as that of colleagues, pupils and the public

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The job description does not form part of the post holder's contract of employment