

## **ASSISTANT HEADTEACHER (Inclusion)**

**Salary range:** L13-17 (Fringe)

**Line managing (direct):** Typically 4 to 6

**Reporting to:** Deputy Headteacher

**Job Purpose: Inclusion of SEND, ARP and Alternative Provision**

### **Main duties and responsibilities**

Support the Headteacher in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school

Support the Headteacher in the production, implementation, monitoring and review of policies adopted by the School Governing Body

Support the Headteacher in the production, implementation, monitoring and evaluation of a school improvement plan which identifies priorities and targets for ensuring that student's additional needs are met.

Report to the Deputy Headteacher

Report to Governors as appropriate

### **Management of SEND and ARP**

- Lead on all SEND matters
- To contribute to ensuring high standards of teaching, learning and behaviour.
- To ensure that Special Educational Needs (SEN) provision is both efficiently and effectively managed, and all legal and statutory requirements are met for students with SEN.
- To train staff so that they are empowered and knowledgeable to deal with SEND.
- 100% of annual reviews are completed on time and effectively to meet the needs of each student.
- Resources are deployed effectively and efficiently to support SEND students at HGSS
- To have strategic oversight of all SEND and ARP students and to act as SENDCO
- Lead on the strategic development of SEN vision, policy and provision.
- Oversee the implementation of the school's SEN vision and policy.
- To ensure policies and procedures are updated to take into account of national and local circumstances and initiatives
- To line manage all ARP and SEND team to include the Deputy/Assistant SENCO, Speech and Language Therapist and the Learning Support Assistants
- To ensure that students make expected or better than expected progress which is monitored and relevant early interventions are introduced which impact on progress including literacy and numeracy
- With the Deputy/Assistant SENCO to develop understanding of and confidence for outstanding SEN provision in all subject teachers through coaching and the provision of a wide range of CPD programmes
- To develop the role of the LSAs, providing CPD opportunities and ensuring that any training is cascaded to all school staff
- Annually sit on a steering group at local authority, Challenge Partner or National level to ensure the school's SEN provision is Outstanding and is helping to improve the local context
- Ensure effective systems of communication, including feedback about students' learning to inform future planning

- Monitor the quality of SEN/ARP support by establishing effective systems to identify and meet the needs of students, whilst ensuring that the systems are co-ordinated, evaluated and regularly reviewed
- Ensure that the objectives of the SEN/ARP policy are reflected in the school improvement plan. Liaise with and co-ordinate the contribution of external agencies.
- Maintain up to date knowledge of national and local initiatives which may impact upon policy and practice
- Advise Headteacher and Governing Board of priorities for deployment of staff and resources for maximum efficiency
- Oversee and monitor the quality of SEN Support Plans (SSPs) and maintain detailed information for subsequent meetings with parents
- Develop systems for colleagues to monitor and record progress made by students with SEN towards the achievement of targets set in SSPS
- Review SSPs and communicate new targets
- Liaise with the Examinations Manager to ensure assessment are up to date and provision for special needs for all examinations is identified and met
- Ensure that delivery of speech and language therapy to the complex caseload is collaborative, intensive, innovative and demonstrates knowledge of the curriculum appropriate to students' ages
- Ensure ICT is used effectively to meet and support the needs of students
- Contribute to the arrangements for parents and professional visitors to the school
- Participate in facilitating contact and involvement with parents
- Assist with hosting visitors when required

### **Management of Alternative Provision**

- Line manage staff leading on the school's alternative provision
- Ensure the school's alternative provision serves and meets the needs of its learners
- Ensure impact of alternative provisions are monitored and evaluated to adjust the provision and ensure it has maximum impact on student outcomes
- Resources are deployed effectively and efficiently to support students in the alternative provisions
- Ensure the alternative provisions are proactive in meeting the needs of students

### **Relationship with Senior Leadership Team**

- Have general oversight of SEND and alternative provision across the school, working closely with the Deputy Headteacher and Senior Deputy Headteacher
- Liaising with outside agencies as required and reporting outcomes to the Senior Leadership Team
- Recommending SEND based INSET and CPD for teaching staff, ensuring all staff are well trained and informed in meeting the needs of students
- SEND report to Governors

### **Other Responsibilities**

- Assist with efficient running of the school's performance management system (appraisal)
- Attend GCSE/A Level results day in the summer holiday and expedite all students' future pathway to sixth form or alternative provision
- Attend Governors' Meetings when required
- Monitor, evaluate and present SEND, alternative provision and financial data from the schools' information management systems to ensure issues are completed, trends are known and data is accurate
- When required, assisting in the recruitment of new staff

### **Qualifications Required**

- Good honours degree or equivalent
- Qualified Teacher Status
- NASENCO
- Level 7 exam access assessor (or willingness to work towards)
- Evidence of recent or relevant training and development and/or further study

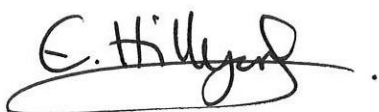
### General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of the current School Teachers' Pay and Conditions document
- Carry out all duties and responsibilities with due regard to the school policies
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate.
- Teach as directed by the Headteacher with reference to the Teacher Job Description.
- Line management of various faculties, which may be subject to change as required by the Headteacher
- To be responsible for sections of the School Evaluation Form, as directed by the Headteacher.
- Be subject to a police criminal records check (enhanced disclosure) from the Disclosure and Barring Service
- In accordance with the provision of the Equality Act 2010, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

### Postholder

Name .....



Signature .....  
Headteacher

Date .....