



**Brighter Futures Learning
Partnership Trust
APPLICATION INFORMATION**

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Job Description

JOB TITLE: Assistant Headteacher: Strategic Lead for Inclusion & Attendance

BAND: L6 – L10

RESPONSIBLE TO: Headteacher, The Governing Board and Brighter Futures Learning Partnership Trust

Overall Responsibility:

In addition to the responsibilities of a class teacher:

Leadership of Inclusion and Attendance at Dunsville Primary School

Main duties:

- To provide strategic vision, leadership and direction for the continuous development of Inclusion and Attendance practices to secure high quality continuous provision across the school.
- Strategic overview of the day-to-day operations of Inclusion and Attendance, including effective deployment of staff and line management of all Inclusion and Pastoral staff.
- To lead on evaluating and improving the inclusion and attendance provision across the school in order to align practice and raise attainment
- To research, develop and share best practice with respect to national developments in improving school attendance for pupils and inclusion provision.
- To contribute to the School Development Plans to ensure that attendance and inclusion are prioritised and at the heart of school improvement; as well as contributing to development of whole school policies, procedures and strategic planning.
- To actively liaise with the Local Governing Board and Trust providing strategic representation and information as required.
- To be strategic lead in supporting the SENCO to implement effective transition, induction and progression arrangements for pupils on the SEN register with reference to the transition from primary to secondary, primary to specialist provision and new children to school
- To participate in weekly inclusion/SEN team meetings with the SENCO.
- To use data effectively to identify attendance of pupils who are underachieving and, where necessary create and implement effective attendance plans of action.
- To drive and develop effective QA of Attendance and Inclusion, in line with school and Trust policy.
- To implement Trust policies and school policies relevant to the role and review effectiveness, refine and launch.
- To maintain, implement and monitor Health and Safety policies in line with regulations and expectation.

- To ensure planned and effective delivery and development of bespoke support for pupils with pastoral needs.
- To take a lead in supporting the co-ordination of multi-agency meetings, including as Lead Practitioner where required, for families securing Early Help.
- To undertake other reasonable duties as requested, in accordance with the changing needs of the school.
- Be a core member of the schools' leadership teams and regularly contribute to whole school strategic leadership meetings.
- Drive opportunities of the wider life and ethos of the school, ensuring accessibility and equity for all.
- Promote the Personal Development opportunities for pupils and the Trust pledges across school ensure all pupil groups are included.
- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependent on need, you may be deployed across the Trust



Person Specification

JOB TITLE: Assistant Headteacher: Strategic Lead for Inclusion & Attendance

BAND: L6 – L10

RESPONSIBLE TO: Headteacher, The Governing Body and Brighter Futures Learning Partnership Trust

Experience	Essential	Desirable
<ul style="list-style-type: none"> • A variety of teaching experience across the primary age range (minimum five years + EYFS/KS1/KS2) • Recent leadership, management and development experience in a primary school • Experience of working in KS2, including significant and successful experience of working in Year 6 • Experience in the strategic leadership of Inclusion and Attendance at a whole school/ wider Trust level • Experience of working with other agencies, parents and carers. • A proven commitment to improve the quality of Inclusion and Attendance provision at a whole school level • Ability to use ICT to support learning and professional duties • Ability to ensure all paperwork and record keeping meet the required standard • Experience of successfully mentoring and supporting colleagues 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Qualifications		
<ul style="list-style-type: none"> • A recognised teaching qualification • A satisfactory enhanced DBS record check • First Aid certificate 	<p>✓</p> <p>✓</p>	<p>✓</p>
Personal qualities		
<ul style="list-style-type: none"> • Commitment to promote the school's aims and ethos • A commitment to raising levels of attendance across the school and pupil engagement in wider curriculum opportunities 	<p>✓</p> <p>✓</p> <p>✓</p>	

<ul style="list-style-type: none"> • Ability to promote and encourage excellence in all aspects of provision • To have a commitment to inclusive and increasingly personalised education • A proven excellent classroom practitioner demonstrating an understanding of the individual needs of the pupils in terms of the curriculum, spiritual, personal & social development and behaviour • An aspirant leader, who can take others with them, leading by example • Inspire trust and confidence and motivate staff to do their best • Be well organised and able to use own initiative creatively • Be a good team leader, able to manage change effectively • Adhere to the Trust's Code of Conduct 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Knowledge and Skills		
<ul style="list-style-type: none"> • Have a well-developed working knowledge of Inclusion Provision: expertise and experience in supporting pupils and families • Experience of leading others within Inclusion to secure the most effective ways of working • Knowledge of how to secure ambitious expectations for all pupils with pastoral needs and/or attendance barriers • Understanding of the DFE's Attendance strategy and associated legal documentation • Strategies for ensuring inclusion • Skills in partnership working with parents, carers, and professionals. • Data analysis skills and the ability to analyse barriers and next steps to raising attendance 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

How to Apply

Thank you for considering joining our trust. Further details and application forms are available by visiting our website at brighterfutureslpt.com. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- Why you are applying for this position.
- How your experience to date will enable you to successfully take on the role.
- What you see as the barriers to success and how you will overcome these.

Good luck with your application.