



Hamstead Hall Academy

Part of Hamstead Hall Academy Trust

Job Description: Assistant Headteacher (SEND)

Reports to:	Head Teacher
Location:	Hamstead Hall Academy
Contract:	Permanent
Working Pattern:	Full time
Salary:	L14 - L18

CORE PURPOSE:

- To be a member of the Senior Leadership Team and contribute to the strategic development of Hamstead Hall Academy as directed by the Executive Principal.
- To promote and uphold high standards of attainment and behaviour from students.
- To work with the Senior Leadership Team to support staff and students to be the best that they can and work towards an environment where:
 - 1) All students make at least good progress.
 - 2) Teaching is consistently good or outstanding for all areas of need.

JOB PURPOSE:

- To lead the development of a vision and policy for SEND across the Academy and ensure that all staff understand and promote it.
- To provide regular, Continuous Professional Learning (CPL) and training across the academy to promote outstanding teaching and learning to meet the needs of SEND pupils.
- To raise standards of student attainment and achievement for SEND pupils across the curriculum and to monitor and support student progress.
- To oversee student progress and development within SEND and to monitor its progress to further shape provision.
- To contribute to the development and monitoring of Teaching and Learning in all its aspects to ensure quality first teaching is in place for all SEND pupils across the academy.
- To develop and enhance the teaching practice of others and nurture a culture where good practice is regularly shared.
- To be accountable for the performance of all staff within the SEND department and take appropriate action to support and effect improvement.
- To oversee the running of intervention groups to support learning of SEND pupils.
- To ensure an appropriately broad, balanced, relevant and adapted curriculum for students is in place in accordance with the aims of the academy and the curricular policies determined by the Directors, Governing Body and Headteacher of the Academy.
- To ensure appropriate, supportive pathways are in place for SEND pupils allowing them to achieve and successfully progress to the next stages of education.
- To Line Manage the Head of Resource Base.
- To effectively manage and deploy teaching/support staff, Teaching Assistants, financial and physical resources within the department to support the designated curriculum.



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MAIN (CORE) DUTIES:

Operational/ Strategic Planning

- To be qualified to work with children and to have undertaken relevant DBS, S128, Health and Right to work in UK checks.
- To demonstrate an ambitious vision for the department with high standards for quality and performance.
- To be accountable for the Resource Base and to work closely in collaboration with the Head of Resource Base to ensure high-quality provision
- To be accountable for leading the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To be accountable for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To be accountable for monitoring, evaluating and following up student progress
- To implement Academy Policies and Procedures, e.g. Equal Opportunities, etc and collaboratively devise key SEND policies and documentation including statutory SEND documents
- To be skilled in analysing and evaluating data and using it for provision planning purposes
- To work with colleagues to formulate aims, objectives and strategic plans for the department (Team Development Plan) and Self Evaluation which have coherence and relevance to the needs of students and the priorities, as per the academy priorities.
- To link with staff necessary to ensure that the work in the curriculum area fully reflects the Academy's distinctive ethos and mission.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the SEND Department are in-line with national requirements and are updated where necessary and to liaise with the Trust Estates Manager as required.

Curriculum Development

- To be accountable for ensuring that curriculum areas across the academy have developed a curriculum that meets the needs of SEND pupils.
- To work in collaboration with the Head of Resource Base to develop a curriculum which meets the range of needs within the Resource Base.
- To be responsible for liaising with Heads of Curriculum to develop effective teaching and learning strategies and adapted planning for SEND pupils.
- To ensure that:
 - 1) appropriate work, including homework is set and assessed in line with department and academy procedures
 - 2) suitable tasks, assessments and examinations are set and assessed as and when required.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To ensure that teaching enables pupils to develop skills in reading, writing, communication and numeracy as part of the pathways for SEND pupils.
- To ensure the academy is equipped to deliver high quality remote learning when required for SEND pupils.
- To ensure appropriate learning resources for SEND pupils are uploaded in line with the Remote Learning Policy where applicable.

Recruitment, Development of staff

- To ensure that staff development needs are identified, through Appraisal reviews and targets, and appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Teaching Assistants and other SEND support staff, voluntary or otherwise where applicable.
- To be responsible for the deployment of Teaching Assistants and produce up to date timetables for Teaching Assistants.



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- To undertake Appraisal Review(s) and to act as Team Leader for a group of staff within the SEND department.
- To be responsible for ensuring that suitable work is set for classes when colleagues in the department are absent.
- To participate in the shortlisting and interview process for Teaching/Teaching Assistant posts when required and to ensure effective induction of new staff in line with Academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the academy's ITT programme, where applicable.
- To be responsible for the day-to-day management of staff within the department and act as a positive role model.

Quality Assurance:

- To work with other members of the Senior Leadership Team to quality assure teaching and learning but also with a specific focus on SEND.
- To establish common standards of practice within SEND and develop the effectiveness of teaching and learning styles within SEND.
- To monitor and evaluate the quality of teaching and learning across the academy through monitoring tools such as lesson observations, book scrutinies, results evaluation reports surveys/questionnaires etc.
- To ensure staff within the department mark and assess pupils' work regularly and provide detailed and accurate feedback in line with the academy's marking policy.
- To take appropriate action to effect improvement as a result of internal and external monitoring and review processes.
- Provide regular reports for SLT/Governors/Directors that evaluate pupil achievement and provide appropriate action points.
- To monitor and evaluate SEND in line with agreed academy procedures.
- To monitor the quality of work uploaded on the home learning platform to ensure it is of high quality and meets the needs of the students
- To monitor, evaluate and hold to account the performance of SEND including other post holders.
- To ensure that SEND's monitoring/quality assurance procedures form part of the academy self-review procedures.
- To be involved in the academy programme of external departmental reviews and to produce actions plans for future development.

Management Information:

- To have responsibility for annual reviews for SEND pupils with EHC Plans.
- To work with relevant agencies on formal assessment procedures when producing EHC Plans.
- To develop a system to ensure all data relevant to SEND pupils is up to date and accurate.
- To ensure the SEND Register is reviewed regularly and is up to date and accurate and in turn available for census purposes.
- To ensure all Pastoral Support Programmes are up to date and available to staff.
- To liaise with the Director of Finance and the appropriate agencies to ensure the correct funding for SEND pupils is acquired.
- To lead on the collection of baseline data for all pupils and use this to identify additional needs.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from pupil data.
- To oversee the production of pupil reports within the SEND department.
- To oversee exam access arrangements for students completing internal and external examinations in collaboration with the Exams officer and pastoral team.
- To produce reports on examination performance, including the use of value-added progress data.
- To manage the collection of SEND data and to produce the annual departmental results analysis in line with academy procedures.



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Communications:

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure high-quality communication and consultation takes place with parents/carers to enable effective collaboration on provision planning
- To liaise with partner schools (including feeder primaries), Higher Education Institutions, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To be responsible for liaison with the Examination Secretary for external examination entries and access arrangements.
- To be fully involved in the consultation process by:
 - 1) Chairing department meetings
 - 2) Attending and making an active contribution to Curriculum Leaders Meetings.
 - 3) Attending any other scheduled meetings as part of the Annual meetings calendar including PSHE, ...
 - 4) To attend Governing Body meetings when required.

Marketing and Liaison:

- To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, with attendance where necessary at Open Evenings, Awards Evenings and other events.

Pastoral System:

- To be accountable for monitoring and supporting the overall progress and development of SEND students within the department.
- To put in place appropriate action plans to address underachievement of individual students and groups of students. E.g. Disadvantaged pupils
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To actively promote the development of effective subject links with external agencies.
- To be responsible for Department sanctions for pupils who fail to adhere to standards set.
- To liaise with the relevant Progress Leaders in action taken by the department regarding individual pupils
- To be responsible for helping to maintain high standards of pupil behaviour in the department at all times.
- To be responsible for all transition arrangements for students moving across key stages, KS2 to KS3, KS3 to KS4 and KS4 to KS5.
- To engage with parents and carers to support pupil's achievement and behaviour for learning in line with academy policies.

General:

- A teacher on MPR shall meet the Teachers' Standards (DfE 2012)
- A teacher on the upper pay scale shall meet the Teachers' Standards (DfE 2012) and performance threshold standards as specified in the Teachers' Pay and Conditions Document.
- To attend weekly SLT meetings and carry out all duties as expected of a member of the SLT as directed by the Headteacher.
- To adhere to the Academy Trust's Code of Conduct for all staff, Equal Opportunities, Safeguarding, GDPR and Health and Safety policies.

Other specific duties particular to the post of Assistant Headteacher

- To have legal responsibility in all its aspects for all students on the SEND Code of Practice
- To oversee the organisation of pupil transport for SEND pupils



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Line Manager:

Assistant Headteacher will be responsible to the Headteacher and through him/her to the CEO.

Review:

This job description may be subject to review and change to accommodate the changing needs of the Academy, after consultation, at the request of Headteacher, Line Manager or postholder.

Signed _____ (Postholder)

_____ (Headteacher)

_____ (Date)

Hamstead Hall Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.



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Person Specification: Assistant Headteacher

Qualification Criteria

- Graduate in subject to be taught
- Qualified Teacher status.
- Successful completion of induction
- Recent, relevant in-service training in current educational practice
- SENCo Accredited Qualification or to be in the process of completion (Desirable)
- Post graduate study (Desirable)
- Qualified to carry out exam access arrangements or prepared to carry out qualification (Desirable)

Experience

- Successful and varied teaching experience across key stages 3, 4 and 5.
- Experience of working with children with SEND
- Leadership of an aspect of school improvement and/or curriculum area.
- Experience and understanding/producing EHCP for SEND students
- Evidence of leading a team to manage/lead change
- Evidence of excellent teaching as a minimum, leading to consistently high standards of achievement for all pupils
- Good knowledge of current curriculum development in your subject area
- Knowledge and understanding of the new SEND Code of practice and its application
- An understanding of assessment procedures to measure pupil progress in SEND
- An understanding of how to use data and AfL to inform planning for good teaching and learning
- Ability to use ICT to effectively engage pupils in their learning
- Experience of Department Development Planning
- Experience in more than one school (Desirable)
- Experience and understanding of inner city/multi-cultural communities (Desirable)
- Post 16 teaching (Desirable)
- Experience of managing a budget (Desirable)
- Leadership in aspects of school life involving a high level of contact with parents and the wider community (Desirable)
- Experience of observing lessons and providing appropriate feedback (Desirable)

Skills/ Aptitudes

- The ability to prioritise, assess, plan, monitor, evaluate, review and lead by example
- Ability to manage the implementation of change sensitively
- Ability to lead and manage people and work as part of an effective team
- Ability to work under pressure and meet deadlines
- The ability to inspire and enthuse colleagues
- High level of written and oral communication skills
- To be able to provide evidence of having influenced the quality of teaching and learning in present school.
- Good reasoning powers and good judgement in a variety of situations



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Other

A commitment to involve parents, Governors and the community in the work of the academy.
Promotion of positive behaviour strategies and constructive handling of problems.
An awareness, understanding and commitment to equal opportunities.

Hamstead Hall Academy Trust is committed to safeguarding and promoting the welfare of children and young people. To meet this responsibility, we follow a rigorous selection process. All employees undertake an enhanced DBS check. Before appointment candidates are to disclose any unspent convictions, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure could lead to termination of employment. Disclosure of a criminal background will not necessarily exclude you from employment, this will depend upon the nature of the offence(s) and when they occurred. To read more about our safer recruitment process, please visit our website.