

Grove Academy



JOB DESCRIPTION

POST TITLE: Assistant Headteacher- Primary SENDCo and Inclusion	SALARY: Leadership Payscale
CONTRACT TYPE: Full-time	RESPONSIBLE TO: Deputy Headteacher

Job Purpose

S/he shall support the headteacher and deputy headteacher in shaping the delivery of SEN provision within the school and shall work with pastoral staff as appropriate. S/he shall develop and implement strategies to ensure that all students including those with special educational needs, difficulties or disabilities have access to the full range of curriculum provision and educational resources.

S/he shall keep abreast of relevant national and local developments, advise the deputy headteacher on relevant legislation and other matters, and contribute to the strategic development planning process. S/he shall assist the headteacher and governors in formulating appropriate provision and development priorities, to ensure equal opportunities and the implementation of identified personalised learning.

Job Specification

Core responsibilities

- S/he shall maintain the SEN register and appropriate, updated records on all students with identified special needs.
- S/he shall ensure effective communications with parents and contribute to in-service training for teachers and support staff.
- S/he shall monitor and evaluate SEN provision and ensure strategies are adopted to ensure high quality teaching and learning. S/he shall lead and advise curriculum leaders and their teams in the development of appropriate strategies, methods and resources for differentiation.
- S/he shall ensure appropriate provision for linguistically diverse students.
- S/he shall attend courses and meetings and disseminate information to the deputy headteacher and the wider staff.
- S/he shall monitor and evaluate the quality of learning and teaching in SEN and assist teachers in writing and monitoring individual education plans (IEPs).
- S/he shall report at least annually to the governing board on performance relating to the school's provision for SEN.
- S/he shall contribute to the school's policy for raising achievement, especially for students falling within the post holder's remit and s/he shall co-ordinate and provide appropriate learning opportunities for the students concerned.
- S/he shall liaise with, and manage the contribution of, external agencies, providers and workers, including medical and social services.

- S/he shall contribute to all aspects of school leadership and management as part of the school leadership team.
- S/he shall contribute to school's self-evaluation process and to the annual school development plan.
- S/he shall contribute, as required, to the development of whole school initiatives.

General

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing board.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the appraisal scheme.