



Summary Role Description

Assistant Headteacher Inclusion

Reporting to

Head Teacher

Pay

L4

Key Outcomes of the Role

Strategic development and coordination of the school's Special Educational Needs and Disabilities (SEND) provision and day to day oversight of the achievement of pupils with SEND.

Role Purpose

- To ensure pupils make good or better progress through effective management of special educational needs
- To ensure that all children reach their full potential regardless of their differing starting points
- To uphold, formulate and promote the school's vision and support its aims and objectives
- To contribute to the professional leadership of the school as part of the leadership team to continue to raise standards of achievement
- To support the school in using specific funding efficiently and effectively
- To keep children safe, happy and healthy throughout their time at Little Mead.

Primary Responsibilities

- To develop, implement and monitor policies and practices for Inclusion and SEND
- To ensure that pupils with additional needs are targeted and supported through effective differentiation, and their progress closely monitored
- To work with Senior Leadership Team to undertake appropriate data analysis to support this process and support class teachers
- To support colleagues and work alongside lead professionals sharing expertise and knowledge to plan accordingly
- To work with the Senior Leadership Team and SEND colleagues to develop a plan of provision, support and intervention, supporting class teachers with their implementation
- To work with staff, parents/carers and external agencies to develop support plans or complete



applications for additional funding and support, organising and chairing reviews where necessary

- To manage SEND funding, according to clear identified priorities
- To undertake the role of Designated Teacher for Looked After Children
- To act as an effective line manager for members of the Learning Support Team
- To implement the Trust's Professional Development Review policy with allocated staff
- To promote and model the school behaviour policy at all times
- To be part of the school's safeguarding team as a Deputy DSL
- To communicate regularly with the governing body and its committees
- To carry out Senior Leadership Team responsibilities such as playtime duties, assemblies, leadership meetings and promoting the school in the local community

General Responsibilities

- Work in compliance with the Code of Conduct and policies of the Trust, having regard to safeguarding, equal opportunities and inclusion.
- Support continuous improvement in both personal performance and the work of the team.
- Adhere to safe working practices in premises/work areas for which you are responsible.
- These are defined in the Trust's Health & Safety Policy and codes of practice.
- Ensure that quality of work is of a high standard and complies with current legislation / standards.
- Provide a professional and positive role model in terms of personal presentation, timekeeping and behaviour.
- Take responsibility for personal professional development, participating in appraisal processes and working towards targets as agreed with the line manager and head teacher.
- The details provided in this job description are to give an indication of the nature of the role. Additional duties may also be requested of the role holder, and the allocation of specific responsibilities may be amended from time to time, in negotiation with the role holder. The job description will be reviewed on an annual basis.
- The governance team is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.

Please see below for the Knowledge and Experience section against which shortlisting will be conducted.

Person Specification

Assistant Headteacher Inclusion

Essential (Must)	Desirable (Should)
<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Qualified Teacher Status • Specific qualification in SEND or working towards a qualification • At least 4 years teaching experience across the primary age range • and proven ability as an excellent classroom practitioner • Experience in a curriculum or middle leadership role • Evidence of professional development taken in the last two years relevant to SEND • Experience of leading CPD activities and evidence of supporting colleagues 	<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Additional training in inclusion/SEND • Experience of teaching pupils throughout the primary age range including EYFS • Experience of leading/managing SEND • Experience in a senior leadership role • Experience as Designated Teacher for Looked After Children • Has provided support for other schools • Designated Safeguarding Lead or Child Protection training • Some form of SEMH CPD e.g. Emotion Coaching/ACES/Trauma informed practice

Abilities & Aptitudes

- Ability to demonstrate high quality and effective classroom practice which ensures good or better progress for all children, without limits
- A good understanding of multi-agency working
- Have experience of monitoring teaching and learning
- Understanding of a range of strategies to raise pupil achievement
- Have strong ICT skills
- Demonstrate excellent behaviour management skills
- Know and be able to share current educational legislation
- Have high expectations for all stakeholders and others
- Have the ability to be creative and innovative
- Have an excellent understanding of medical and mental health
- issues affecting young people
- Have a thorough understanding of safeguarding and child Protection
- Authentic and lead by example and demonstrate what effective classroom practice should be
- Organised, meticulous at record-keeping and able to meet deadlines
- Commitment to working collaboratively
- Empathetic with pupils and parents/carers
- Motivational and inspirational to the staff team
- Have exceptional written English skills
- Friendly, positive and committed to wellbeing in the workplace

Abilities & Aptitudes

- Expertise/skills/involvement in extra-curricular activities.

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