

Job Description: Assistant Headteacher Inclusion, Diversity & Equity Champion

Responsible to:	Co-Headteacher
Job Type:	Permanent
Grade:	Leadership L11 – L15
Hours per week:	32.5
Working weeks:	52
Location	Larkmead

RESPONSIBLE TO: Co-Headteacher

CORE PURPOSE

Areas of responsibility and key tasks

Champion pupils with SEND, leading the school's SEND strategy and team

- Line management of SENDCo
- Oversee deployment and development of SEND team: TAs, HLTAs and other support staff
- Deployment of resources: funding and seeking additional support

Lead school's Internal and External Additional and Alternative Provision

- In conjunction with SENDCo, oversee Key Stage 3 (The Nest) and KS4 provision (The Roost)
- Further development of Enhanced Pathway (The Hive)
- Seek other options for in-school/cross Trust Alternative Provision as appropriate
- Ensure funding for Alternative Provision is in place for EHCP students prior to commissioning AP
- Ensure budget is managed in conjunction with SBM
- Monitor all AP for effectiveness, impact and to support pupil's return to mainstream where possible

Champion the development of key groups to overcome barriers to learning or success

- Key groups include: disadvantaged, those known to or previously known to social care, EAL, Service pupils and Young Carers
- Engagement with pupils, parents, CLT team and specialists to support effective provision
- Monitoring the effective deployment of resources, seeking additional funding where possible

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- Appropriate personal planning for pupils
- Regular 'case sampling' approach to understand what it is to be a learner facing barriers at Larkmead
- Evidence based planning, implementation and monitoring of strategies, including disadvantaged strategy
- Coordinate regular staff training and support to maintain awareness of students and how to meet need

Lead higher level triage for key students based on identified need

- Work in conjunction with AHT ABPC to manage the school's 'Triage Triangle' of clear support and expectations for key students who have reached threshold as a result of absence or behaviour arising from identified need

Champion the school's culture of DEI, promoting equity

- Ensure the 'DEI lens' is applied to school practice and policy, drawing on the experience of pupils and staff
- Support the school in celebrating diversity and advocating for equity

Act as Lead DSL as part of a team promoting our culture of safeguarding

- Ensure staff and culture in line with 'Keeping children safe in education' and 'Working together to safeguard children'
- Ensure staff training is up to date and proactive, drawing on support from Cambrian Learning Trust
- Work as part of a Safeguarding team to ensure practice, procedures and policies support safeguarding for all.
- Maintain and review systems and reporting, engaging with external agencies as appropriate
- Monitor the effectiveness of safeguarding, engaging with and reporting to governors
- Support the Leadership team to embed a culture of safeguarding across the School.

Wellbeing & School Mental Health lead

- Undertake relevant training and knowledge of best-practice provision
- Promote good mental health across the school for pupils and staff
- Deploy resources and strategies to support mental health and wellbeing of students
- Engage student and staff voice and surveys to understand issues and initiate/implement improvements

Line manages: SENDCo, Enhanced Pathway Lead, Inclusion DOL, Learning Support

Member of/attends: LGC, Pastoral MLT (joint Chair), SLT, CLT Working Parties and Forums as appropriate

Additional expectations of all members of the Leadership team:

In addition to the specific responsibilities outlined above, Co-Headteachers, as a senior leader in the School, will be expected to:

To assist the Co-Headteachers in leading and managing the School.

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- To promote the highest expectations amongst staff and students by acting as a role model to middle leaders
- To adopt a collaborative approach with other members of the Leadership Team on shared tasks, providing mutual support in our determination to maintain the highest standards in all that is achieved.
- Develop strong links with all staff, governors, parents and outside agencies through modelling of excellent communication.
- To contribute data, reports and material for the formulation of the SEF, School Development Plan, Governors' committee meetings and any Leadership Team papers as and when required.
- To take regular detentions, contribute to our 'on call', attend Leadership Team meetings (leading when applicable), attend Middle Leader meetings when appropriate, support with suspension or reintegration meetings when needed.
- To set high professional standards in everything you do, and to meet deadlines
- Delivering assemblies and presentations
- As required in line with the job purpose and to meet the outcomes and objectives of the role.
- As appropriate to the core and post threshold professional standards for teachers

Accountability

- Accountability is through appraisal and regular line management meetings
- This position is accountable to one of the Co-Headteachers

Classroom Teaching:

The job description for a classroom teacher will also apply to this post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

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Qualifications and Experience

Qualities	Essential	Desirable
Qualifications		
Qualified teacher status	Y	
Educated to at least degree level	Y	
Professional development		
Commitment to continuous professional development reflected across career and in day-to-day practice	Y	
NPQ or equivalent qualification		Y
Teaching experience		
Experience of successful teaching in at least two key stages	Y	
Proven track record of achieving impressive outcomes for students	Y	
Experience of senior middle leadership	Y	
Experience in improving the quality of teaching of others	Y	
Leadership attributes and values		
Courage, conviction and creativity to achieve the best outcomes for all	Y	
Positive, enthusiastic outlook, creating and embracing opportunities and solutions	Y	
Drive for improvement, sharing good practice and research with a focus on the development	Y	
Address underperformance through support and challenge, constructive conversations and coaching	Y	
Visible and proactive presence around the school, engaging with students and staff to support positive behaviour	Y	
Effective communication and listening skills, influencing and inspiring individuals, teams and groups	Y	
Respect, compassion, fairness and empathy towards others	Y	
Advocacy for equality, diversity and inclusion for students and staff	Y	
Integrity and consistency in relation to your own and the school's practice	Y	
Experience working in multi-professional teams		Y
Collaborative partnership working, within and beyond the school		Y
Leadership experience and capability		
Ability to demonstrate strategic vision with impact	Y	

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CAMBRIAN

Nurturing Growth - Inspiring Minds



Experience monitoring, evaluation and review, responding to issues and building team engagement	Y	
Ability to create implementation plans, engaging staff in sustained improvement	Y	
Understanding of the Ofsted framework	Y	
Understanding of the national guidance in relation to promoting good behaviour and attendance	Y	
Development of systems to create and sustain improvement	Y	
Proven track record of improving the quality of teaching and learning	Y	
Commitment to safeguarding and welfare of students and staff	Y	
Experience of working with parents, governors and wider community	Y	
Experience in effectively managing teams within a school context	Y	

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