



WOODBRIIDGE HIGH SCHOOL

ASSOCIATE ASSISTANT HEADTEACHER (DIRECTOR OF SEND PROVISION) L12-16

JOB DESCRIPTION

Line Manager: Headteacher/Deputy Headteacher

Purpose: To carry out the functions of a teacher at Woodbridge High School in accordance with the stated aims and objectives of the school and the department. These include the following list of duties and responsibilities, and any other duties as may reasonably be expected.

- To work with the Headteacher and other members of the Leadership Group to provide excellent leadership and management within Woodbridge High School.
- To be a leading professional in terms of teaching ability, whole school profile and core areas of Leadership, Direction and Line Management
- To carry out the functions of a class teacher at Woodbridge High School in accordance with the stated aims and objectives of the school.
- To carry out responsibilities in conjunction with the range of duties and responsibilities as set out in Parts X and XII of the School Teachers' Pay and Conditions

Core areas of Leadership, Direction and Line Management Compliance:

1. Strategic Leadership of SEND Provision:
 - a. Set the direction for the school in terms of inclusion for students with SEND, in liaison with the Headteacher and Leadership Group.
 - b. Lead on developing and implementing the school's Inclusion Base provision.
 - c. Liaise with the local authority and other stakeholders to align strategy and direction, and contribute to local offer as appropriate.
 - d. Work with the Teaching and Learning Team to lead the strategic T&L agenda with respect to students with SEND.
 - e. Track and monitor outcomes for students with SEND, liaising and supporting other members of the Leadership Group, and intervening where necessary
 - f. Maintain training and knowledge of SEND and Inclusion matters, including leading on the implementation of new government initiatives relating to SEND
2. Operational Management of SEND Provision:
 - a. Act as lead SENDCO, and operational SENDCO for specific year groups or key stages, as appropriate.
 - b. Maintain and update the SEND Register in liaison with the SEND Team.
 - c. Maintain student profiles of students with SEND, and Individual Education Plans, including maintaining the Provision Map software.
 - d. Lead EHCP co-production, annual reviews and liaison with the LA SEND Team as necessary.
 - e. Lead Exam Access Arrangements assessment and provision for students as necessary, including ensuring appropriate arrangements are in place.
 - f. Liaise with the LA and other stakeholders over SEND provision and placements.
 - g. Plan, lead and evaluate appropriate training with LSAs and teachers, including on specific SEND needs as well as general provision.
 - h. Monitor the implementation of SEND adaptations by teachers, and intervene and provide specialist advice as needed, including through observing students in lessons.

- i. Liaise with parents and ensure appropriate advice, guidance and feedback is in place for them.
 - j. Oversee allocation of SEND funding as appropriate.
3. Consultations and Transition:
- a. Complete EHCP consultations and other local authority documentation as needed.
 - b. Ensure appropriate transition arrangements are in place for students joining the school.
 - c. Liaise with other members of the Leadership Group and Year Co-ordinators around transition and in-year admissions.
 - d. Oversee and administer assessments as appropriate for students with SEND.
4. Oversight of Academic Progress of Students with SEND:
- a. Liaise with other members of the Leadership Group at key assessment milestones, and ensure that appropriate intervention is in place where necessary.
 - b. Assess, track, monitor and intervene with students whose foundational skills, including reading and (hand)writing are not yet at the level needed to access the curriculum.
 - c. Oversee the programmes for students who need reading intervention, including phonics.
 - d. Report to appropriate audiences regarding the progress of students with SEND.
5. Oversight of Specialist Provisions:
- a. Oversee the school's SEND / SEMH Hub Provision ('the Hub').
 - b. Oversee the school's EBSA Alternative Provision ('the Bridge').
 - c. Work with the local authority and other stakeholders to develop and established other specialist provisions as may be necessary.
6. Responsibility for Child Protection and Safeguarding:
- a. Act as one of the Deputy Designated Safeguarding Leads (DDSL), working collaboratively with colleagues to ensure the school community is safeguarded at all times, with a particular focus on students with SEND
 - b. Attend relevant training as necessary to undertake the role of DDSL
 - c. Undertake specific child protection and safeguarding work as delegated by the DSL
 - d. Provide support to the DSL as necessary
7. Line Management:
- a. One or two subject departments, including regular link meetings, quality assurance of departmental systems and structures, budgetary oversight, monitoring of teaching and learning, appraisal of the heads of department.
 - b. The Inclusion Team, including the Head of Inclusion, Deputy SENDCO, AP Lead Teacher, and LSAs as appropriate.
8. Attendance and chairing of meetings:
- a. Chair / lead Inclusion and SEND related meetings
 - b. Attend Leadership Group, Middle Leaders, Behaviour Strategy Team, YCs and High Needs Panel Meetings as necessary
 - c. Attend Governors meetings as necessary

Generic Leadership Group Duties and Responsibilities

1. Input to Leadership Group regarding the strategic direction of the school, including involvement in school development planning and implementation at all levels
2. Participate in the school's appraisal practices as appropriate, including line management as set out above
3. Work with Leadership Group in the preparation of bids or *ad hoc* projects requiring input from all of the Leadership Group
4. Attend Governing Body meetings as appropriate in addition to those set out above
5. Ensure high standards of behaviour across the school, including following up any incident encountered as necessary with the relevant student, parent, form tutor and year co-ordinator
6. Be prepared to take over the responsibilities of another Assistant Headteacher if the need arises.
7. Carry out the duties defined in the Teacher's Core Job Description.
8. Carry out any other responsibilities as reasonably requested by the Headteacher.

These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher