



Job Description

Assistant Headteacher – SENDCO

Reporting to: Headteacher
Contract: Permanent
Working Pattern: Full time
Salary: Leadership points 4-8

CORE PURPOSE:

- To be a member of the SLT and to contribute to the strategic development of Grestone Academy as directed by the Head Teacher.
- 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:
 - All the students make at least good progress.
 - Teaching is consistently good or outstanding

JOB PURPOSE:

- To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion for pupils with special educational needs.
- Be consistent in the delivery of all the School policies and practices
- Managing, developing and maintaining high-quality SEN provision
- Observing pupils in the classroom, to coach and train colleagues
- Keeping all paperwork including records and policies, up to date and actioned, as appropriate
- Meet with parents to support SEN and pupils' healthcare
- To monitor the quality of SEN support delivered both by teachers and teaching assistants
- To support and maintain the SEND register of pupils
- To ensure that awareness of SEND issues is maintained across all of the teaching staff
- Be a role model for pupils through personal presentation and professional conduct
- Perform particular duties in accordance with school procedures to ensure pupil safety
- Model a determination to succeed and a positive attitude to your work
- Support the expansion of the SEN provision through setting up a new Resource Base at the school and have oversight of this Resource Base when it is established.

This role will also have oversight of:

- Pupils on the School's Special Educational Needs Register;
- Pupils with identified specific learning difficulties;
- Pupils with identified social, emotional and behavioural problems;
- Pupils with medical needs

Areas of responsibility and key tasks:

- Strategic direction and development of SEN Provision in the School
- Exercise a key role in assisting colleagues with the strategic development of SEN policy / provision; support all staff in understanding the needs of SEN pupils and ensure the objectives to develop SEN are reflected in the school development plan;
- Monitor progress of objectives and targets for pupils with SEN from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements;
- Analyse and interpret relevant school, local and national data and advise colleagues on the level of resources required to maximise achievement;
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

Teaching and Learning

- Support the identification of and disseminate the most effective teaching approaches for pupils with SEN;
- Work with colleagues to develop effective ways of bridging barriers to learning through assessment of needs
 - monitoring of teaching quality and pupil achievement
 - target setting, including IEPs
 - developing a recording system for progress
- Collect and interpret specialist assessment data to inform practice;
- Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies;
- Work with colleagues to ensure all pupils learning is of equal importance and that there are realistic expectations of pupils;
- Consider the range of teaching strategies / equipment that could be utilised for pupils requiring specialist provision;

Leading and Managing

- Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings;
- Manage the provision of SEND TAs to meet the needs of identified children on the SEND register.
- Contribute to the appraisal process for identified staff;
- Advise on and contribute to the professional development of staff, including whole school INSET provision;
- Provide regular information to SLT/Governors/Board of Trustees on the evaluation of SEN provision and the impact on improving outcomes.

Monitoring, Assessment, Planning and Tracking

- To assist in the identification of pupils' Special Educational Needs through observation in the classroom, individual screening and assessment of reports
- To oversee the writing and regular review and updating of Individual Education Plans
- To liaise with external agencies in regard to particular pupils to ensure that the school is providing appropriate support for the child
- To liaise with classroom teachers concerning the needs and progress of individual pupils and to provide advice as appropriate about teaching strategies to assist particular pupils
- To interpret the recommendations of Educational Psychologist, Occupational Therapist and other reports and to disseminate them so that they are effectively implemented in the classroom
- To use data generated by school assessments effectively to inform future pupil progress
- To plan and lead within our small specialist provision for all children who attend the provision

Communication and Reporting

- To write reports for parents on the pupils receiving specific teaching
- To liaise with parents and carers concerning pupil progress and concerns, and concerning updates to the IEP / EHCP, and to be proactive in communication about these issues
- To make recommendations to parents concerning the use of external agencies for identifying SEN

Professional Knowledge and Development

- To maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and of the school's curriculum and policies
- To participate in INSET provided by the School and where appropriate to lead INSET on SEND issues
- To ensure that the School's policies are adhered to.

Other professional requirements

- Support annual reviews and attend / chair when necessary;
- Liaise with other school SENCOs as required.
- Actively promote the safety and welfare of all children and young people
- Ensure compliance with Hamstead Hall Academy Trust data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



Personal Specification- Assistant Headteacher – SENCO

Qualifications

- Right to work in the UK
- Qualified Teacher Status
- Evidence of CPD relevant to the post

Experience

- At least 4 years' experience as a class teacher with secure judgements of good and outstanding teaching
- Experience of successful leadership and management within a school or other educational setting including target setting and monitoring the quality of provision
- Knowledge of relevant legislation - in particular of the SEN Code of Practice, equal opportunities and disability discrimination legislation and how these apply to pupils with Statements as well as those without
- Knowledge of the range and type of interventions available and be able to apply these appropriately in the context of the School's resources and the individual child
- Knowledge of current educational issues and their relationship to the inclusion, behaviour support and Education
- Welfare Services

Skills and Abilities

- Ability to provide professional leadership and management of a staff team and contribute to the work of other teams to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils across the school
- Excellent written and oral communication skills
- Excellent presentation and inter-personal skills
- Excellent time and task management skills

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check
- Ability to work under pressure and to deadlines
- Ability to use data effectively in setting targets