

Pickwick Academy Trust



GOMELDON PRIMARY SCHOOL JOB DESCRIPTION

Post: Assistant Head Teacher with SENDCO responsibility

Responsible to: Head Teacher

Main Role: SENDCO and Teaching and Learning & Curriculum Development

- To support the Head Teacher to promote excellence in teaching and learning throughout the school.
- To act as an exemplar to staff demonstrating excellent classroom practice.
- To have an overall strategic view, showing an awareness of the school's needs and priorities.
- To work in genuine partnership with the Local Governance Committee, GPA, the Trust and other stakeholders to fulfil the aims of the school
- To support our school Vision
- To be in charge of the school in the absence of the Headteacher

Other areas of responsibility with key tasks:

Strategic development of the school:

- Support and secure the commitment of stakeholders to the ethos, vision and policies of the school.
- Support the implementation and evaluation of school strategic development.
- Contribute to the school's self-evaluation of its effectiveness, identify priorities for development and analyse impact.
- Lead with the Headteacher on the creation and implementation of the school development plan and take responsibility for aspects for the plan.
- Support the school in enhancing its cohesion in our local community.

Leading and managing staff

- Develop positive working relationships with and between all staff and pupils.
- Assist the Headteacher in the day to day management of the school.
- Assist the Headteacher in facilitating the professional development of all staff.
- Provide support for EHT's, supply teachers and teachers or teaching assistants who are new to the school – leading on the induction process.

- Assist the Headteacher in planning and delivering TD days and evaluate outcomes.

Teaching and Learning

- Be responsible for developing and monitoring the curriculum throughout the school.
- Support the Headteacher in monitoring standards in teaching and learning through classroom observation, and give developmental feedback to staff.
- Analyse whole school performance and disseminate information about attainment and progress to staff and governors.
- Support the Headteacher in developing a learning environment which helps pupils develop study skills, independence and fosters a love of learning.
- Promote the development of a collaborative and inclusive culture and climate.
- Promote appropriate behaviour in pupils and support the development of positive attitudes to adults, peers, property and work.
- Be responsible for the teaching and pastoral care of children in a class, securing high standards of achievement and behaviour.

Effective deployment of staff and resources

- Support the Headteacher in the recruitment and deployment of staff and support those staff in their duties.
- Support the Headteacher in establishing priorities for expenditure and in monitoring the effective use of resources.
- Be responsible for timetabling use of rooms and resources.

SENCO Responsibilities

- Help the Headteacher and governing board determine the strategic development of the special educational needs (SEN) policy and provision at Gomeldon Primary School
- Have day-to-day responsibility for:
 - Implementing the SEND policy
Co-ordinating any specific provisions for individual pupils with SEN, including those with education, health and care (EHC) plans
- Advise staff about SEN strategy and provision
- Work closely with staff, parents and local agencies
 - Working with the Headteacher and governing board to:
 - Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
 - Make sure the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustment and access arrangements
 - Prepare and review the information the governing board is required to publish
- Identifying pupils with SEN, and co-ordinating provision that meets those needs
- Monitoring the effectiveness of any SEN provision for pupils
- Making sure the school keeps up-to-date records of all pupils with SEN
- Liaising with the relevant designated teacher where a looked-after pupil has SEN
- Securing relevant services (e.g. provided by the local authority (LA)) for pupils with SEN
- Promoting the inclusion of pupils with SEN within the school (e.g. in terms of access to the curriculum, extra-curricular activities etc.)

- Being aware of the services that the LA provides under the 'local offer'
- Advising on the graduated approach to providing SEN support
- Liaising with parents of pupils with SEN, including informing parents that their child might have SEN
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- Being a key point of contact for external agencies, including the LA and its support services
- Working with potential next providers of education to provide information to pupils and their parents about their options and to plan a smooth transition
- Working with professionals providing independent support to families to ensure that pupils with SEN receive appropriate support and high-quality teaching
- Passing on any relevant information if a pupil transfers to another school

General

- Undertake specific administrative or organisational tasks as requested by the Headteacher.
- Assume any reasonable additional responsibilities that may be required from time to time, including acting as Headteacher.
- Identify health and safety issues and advise the Headteacher on actions required to minimise risk to staff and pupils.
- Take a lead role in promoting and maintaining the safeguarding of children within the school.
- Undertake some weekly whole school assemblies and Headteacher's assemblies if not in school.
- Promote effective partnerships, and enhance the school's status and reputation, with parents and the wider community.
- Create and maintain supportive relationships with staff, parents, Pickwick Academy Trust, GPA and governors.
- Engage in appropriate CPD to promote professional effectiveness in this role and prepare for future headship if desired.

Other:

- The nature of the work requires the post holder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.
- The post holder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.
- The post holder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.
- The post holder will be responsible for personal Continued Professional Development.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:.....

Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

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Print Name:.....

Date:.....