

**Assistant Headteacher (Head of Inclusion)**  
**L12 (£70,273) to L16 (£77,765) (Full-time)**

As a member of the School Leadership Team, you will carry whole school responsibilities, primarily the leadership and management of our Inclusion Agenda and assuming the role of SENDCo.

Main responsibilities include:

- Strategic leadership of all areas of inclusion
- Being the named SENCo for the Fallibroome Academy
- Leadership of provision for students with SEN or a disability across the school, fostering a culture where students are supported to aim high, access enriching experiences and receive tailored support that removes barriers to success.
- Promote an ethos and culture that supports the school's SEND policy
- Leadership of all staff who deliver Inclusion/SEND provision including the Assistant SENDCo, Inclusion Base staff, HLTAs and Lead TA, School Counsellor and SEND Administrator.
- Manage our provision for EAL students
- Direct line management of specific departments and/or other middle leadership functions.
- A maximum teaching commitment of 0.5 (20 periods per fortnight), with a proportion of this being within the SEN Department

### **Duties and responsibilities**

#### **Support for pupils with SEN or a disability**

- Identify the Special Educational Needs of pupils
- Co-ordinate provision that meets the needs of pupils, and monitor its effectiveness
- Monitor the academic progress of SEND students, ensuring that they have appropriate provision and are supported to achieve their potential
- Oversee the management of SEN referrals for students
- Ensure all record-keeping is accurate and up to date
- Review education, health and care (EHCP) plans with parents/carers and pupils
- Deliver high-quality provision for our students at SEN Support
- Communicate regularly with parents/carers
- Ensure that SEND and other vulnerable students are fully included in the school community and are able to access the curriculum, facilities and extracurricular activities
- Work with the designated teacher for looked-after children (LAC), where a looked-after pupil has SEN or a disability
- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with SEN

#### **Operation of the SEN policy and coordination of provision**

- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Be responsible for the accuracy of our SEN register (Inclusion Register) and provision map

- Provide guidance to colleagues on teaching pupils with SEN or a disability, providing advice on the graduated approach to SEN support.
- Advise colleagues on applying differentiated strategies tailored for individual pupils with SEN
- Be aware of the provision in the local offer
- Work with other schools, educational psychologists, health and social care professionals and external agencies
- Analyse assessment data for pupils with SEN or a disability
- Lead the Links meetings for department representatives
- Work with the Business Manager to coordinate efficient allocation of resources, including all recruitment decisions to this area.

### **Strategic development of SEN policy and provision**

- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Provide professional guidance to colleagues, working closely with staff, parents and carers, and other agencies
- Deliver whole school training related to SEND provision and inclusive practice
- Prepare and review information the governing board is required to publish, including the Inclusion Strategy

### **As a member of the Fallibroome Senior Leadership Team, we would expect you to:**

- Contribute to the strategic thinking required to meet our vision
- Promote the school ethos
- Act as a role model for all members of the school community
- Demonstrate a high profile around the school and help maintain a calm and purposeful learning environment at all times.
- Undertake lunchtime supervision and other supervisory duties, including break duties, school detention and assemblies
- Be a role model for our management of behaviour, play a part in the leadership team response to problems and support for discipline in lessons and around school
- Participate in whole school marketing events and information evenings, as appropriate
- Communicate with governors, parents and outside agencies on whole school issues, as appropriate to the specific post held
- Participate in the Performance Management programme as a Team Leader
- Line manage one or more middle leaders
- Undertake professional development to address individual and team needs
- Share collective responsibility for whole school decisions
- Support the Headteacher and other members of the senior team
- Engage with and contribute to the agenda led by the Halliard Trust and support other schools in the Trust as appropriate.

The level of involvement of individual members in each of the above will vary depending on specific job descriptions and timetable commitments.