



## Job Description

Job Title: Assistant Headteacher (**with SENCO responsibilities**)

Salary: Competitive salary dependant on experience and qualifications

Hours: 40 hours per week (8:30-5) 42 weeks per year

Contract type: Full Time/Permanent

Reporting to: Headteacher

## Job Purpose

To support the Headteacher and Deputy Headteacher in:

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the school's aims and objectives
- Oversee SEND coordination across the school

The Assistant Headteacher will also have a timetabled teaching commitment.

They may also be required to undertake any of the duties delegated by the Headteacher.

The Assistant Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

**To fulfil and meet the responsibilities and duties as set out in the Teachers' Standards (2012).**

**To fulfil and meet the responsibilities set out for teachers in the current DfE 'Keeping Children Safe in Education' and current DfE 'The Prevent duty'.**

## Duties and responsibilities

### School culture and behaviour

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school



- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance

### **Additional and special educational needs and disabilities (SEND)**

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).
- Implement and update efficient processes for assessing and reviewing the progress of students
- To set and monitor targets for student performance and adapt provision if necessary to ensure that needs are met for raising achievement
- To make referrals to, and liaise with outside agencies in order to enlist specialist support where necessary
- To make referrals for Education, Health and Care Plans including for additional funding and conduct all associated reviews
- Carry out an annual audit, evaluation and draw up an Action Plan to address future development and expenditure related to this area of responsibility
- Undertake day-to-day co-ordination of provision through close liaison with staff, parents and external agencies
- To be involved in identifying all levels of need, planning and reviewing appropriate and effective differentiation and learning strategies for students with varying needs
- Work with students individually or in groups with more challenging needs and set up model teaching for Teachers and Teaching Assistants to carry out
- Liaise with other schools to ensure continuity of support and learning when transferring students with SEND
- To coordinate and carry out Annual Review meetings for all students

### **SENCo Responsibilities**

(In line with the SEND Code of Practice)

- Oversee the day-to-day operation of the school's SEND policy
- Coordinate provision for pupils with SEND
- Ensure appropriate interventions are in place
- Monitor and evaluate the effectiveness of SEND provision
- Maintain accurate SEND records and ensure statutory compliance
- Liaise with parents/carers
- Work with external agencies (e.g. educational psychologists, therapists)
- Manage the EHCP (Education, Health and Care Plan) process, including reviews



- Ensure staff are supported and trained to meet the needs of SEND pupil
- Lead on inclusive teaching strategies and differentiation

### **Organisational management and school improvement**

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented

### **Staff management and professional development**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

### **Governance, accountability and working in partnership**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Work with the governing board as appropriate
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

### **Other areas of responsibility**

#### **Pastoral**

The assistant headteacher will:

- Establish and implement whole-school systems for pupil wellbeing



- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team (SLT)
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Monitor pupil attendance and ensure it is continuously improving
- Analyse whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

Please note that this is illustrative of the general nature and level of responsibility of the role. It's not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.



Person Specification		
Qualifications and Training	Essential	Desirable
<i>Evidenced through: Application</i>		
QTS	X	
Good Honours Degree in a relevant subject	X	
Further evidence of study		X
Professional development in preparation for a leadership role		X
Experience	Essential	Desirable
<i>Evidenced through: Application</i>		
Experience working within a Special Educational Needs setting	X	
Proficient in the use of MS office, especially Word and Excel	X	
Experience of working on a tight deadline	X	
Experience working with children/young people with SEND and/or short-term difficulties (e.g. behavioural difficulties, mental health, physical disabilities)		X
Leadership and management experience in a school	X	
Involvement in school self-evaluation and development planning		X
Line management experience		X
National Award for SEN Coordinator (NASENCo)	X	
Skills and Knowledge	Essential	Desirable
<i>Evidenced through: Application</i>		
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	X	
Excellent interpersonal and communication skills	X	
Ability to relate to people at all levels	X	
Ability to communicate a vision and inspire others	X	
High level of confidentiality	X	
Ability to build effective working relationships	X	
Strong organisational and time management skills	X	
Excellent attention to detail	X	
Confidence to speak	X	
Ability to deal with conflicting workloads	X	



An understanding of how to support children with social interaction skills	X	
Ability to work autonomously and as part of a team	X	
Safeguarding of children and young people	X	
Has a high level of initiative	X	
Strong understanding of SEND Code of Practice	X	
<b>Personal Qualities</b> <i>Evidenced through: Application</i>	<b>Essential</b>	<b>Desirable</b>
Patient and calm	X	
Desire to provide the best possible opportunities for all pupils	X	
Able to create good relationships with children, staff, parents and external agencies	X	
Self-motivated	X	
Have a professional, helpful and friendly approach in order to ensure a positive image is conveyed	X	
Be committed to OES values and ethos	X	
Ability to work under pressure and prioritise effectively	X	
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	X	