

GOODWAY NURSERY SCHOOL
JOB DESCRIPTION: ASSISTANT HEADTEACHER (SENCO/PASTORAL SUPPORT)

We are committed to safeguarding and promoting the wellbeing of all children and expect our staff and volunteers to share this commitment.

Job Title: ASSISTANT HEADTEACHER (SENCO/PASTORAL SUPPORT)
Pay Scale: L1-L5
Hours: 0.6

1. JOB PURPOSE

To assist the Head Teacher and Governing Body in the strategic leadership, management and development of the school.

- o To work closely with the Governors, Executive Head Teacher and Deputy Headteacher to maintain an ambitious vision for the school.
- o To carry out the duties of SENCO & Lead for Pastoral Support
- o To lead and co-ordinate support for children with Special Educational Needs and Disabilities, ensuring that all children's individual needs are met
- o To assist the Executive Head Teacher and Deputy Head Teacher in the leadership and management of teaching and learning in the school, with particular focus on the teaching and learning of children with SEN/D, in order to achieve the outcome required by government regulations and the school improvement plan adopted by the Governing Body.
- o To determine the strategic development of Special Educational Needs (SEND) policy and provision in the school.
- o To play a strategic and operational role in the strategic leadership, management and development of the school, working with the Executive Head Teacher and Deputy headteacher to develop and implement a plan for school improvement.
- o To communicate, model and embed a culture of high expectations and high aspirations for all children and staff, promoting the aims and values of Goodway Nursery School, leading by example to inspire and motivate.
- o To work with the Executive Head Teacher and Senior Leadership Team to ensure high quality education for all children.
- o To support the Executive Head Teacher & Deputy Headteacher in the day-to-day organisation of school systems.
- o To assist the Executive Head Teacher in the leadership and management of the support for families
- o To deputise in the absence of the Executive Head Teacher & Deputy headteacher, keeping them fully informed of any actions or decisions
- o To undertake any of the duties delegated from the Head Teacher.

2. DUTIES AND RESPONSIBILITIES

Leadership

- o Communicate the school's vision and support the head teacher's strategic leadership
- o Support the Executive Head Teacher in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership
- o Play a role in the strategic leadership, management and development of the school, under the overall direction of the Executive Head Teacher and Governing Body
- o Provide information, objective advice and support to the governing body to enable it to meet its responsibilities.
- o Present a clear and accurate account of pupil performance in areas for which you are responsible, for a range of audiences including governors, the LA, OFSTED and others.
- o Contribute to the Self Evaluation process and School Development Plan, particularly relating to developing the SEND provision and Inclusive practice and progress across the school
- o Take part in translating school aims and policies into effective action plans and monitoring their progress.
- o Contribute to an ethos within which staff are motivated and supported to develop their skills and knowledge
- o Act as a positive role model to staff, leading by example to provide the highest quality early education
- o Build positive relationships with members of the school community
- o Commit to own professional development, proactively identifying training and development opportunities
- o Keep up to date with current developments in education
- o Lead the professional development of staff by providing support and leading INSET as appropriate.
- o Support distribution of leadership throughout the school
- o Establish and maintain effective communication systems with teaching and support staff.

Management

- Support the Executive Head Teacher in the efficient organisation, management and supervision of school timetables, routines and deployment of staff as required
- Ensure the provision of a safe, calm and nurturing environment for all pupils and staff, safeguarding pupils and developing positive behaviour
- Promote safety and wellbeing of all staff, promoting a healthy work life balance
- Ensure that channels of communication are used effectively within the school, so that parents, pupils and colleagues are well informed and their views are listened to
- Observe teaching and learning and give feedback in order to develop practice and improve standards
- Performance management of staff, including carrying out appraisals, supporting staff to improve, providing professional development opportunities and holding staff to account for their professional conduct and practice
- Assist with the selection and recruitment of new staff
- Implement strategies and initiatives to share best practice with others in the school and wider network, developing confidence and skills in others
- Support strategic financial planning to ensure effective use of budgets and resources, monitoring and ordering resources to achieve the goals of the School Development Plan
- Demonstrate excellent performance against parts one and two of the Teacher's Standards: teaching and personal and professional conduct

SENCO role

- Leadership and co-ordination of support for children with special educational needs and disabilities, carrying out the role of SENCo.
- Work closely with the Executive Head Teacher, SLT and colleagues in the strategic development of the school Special Educational Needs and Disability (SEND) and Inclusion policy
- Monitor implementation of SEND & Inclusion policy
- Liaise with relevant agencies and external providers to ensure that all children are able to engage well in learning and make good progress from their individual starting points.
- Support the identification of and disseminate effective teaching approaches for pupils with SEND or other vulnerable pupils who are at risk of underachieving
- Support teachers in the implementation and review of provision maps and planning to meet the needs of all groups vulnerable to underachievement
- Monitor provision mapping in the classroom and ensuring that interventions are being delivered and assessing their effectiveness
- Maintain and develop resources, coordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies
- Complete all necessary assessment and documentation to access support for children with additional and special educational needs and disabilities.
- Leadership and management of effective transitions for children with SEND, entering and leaving the school
- Direct, support and monitor the work of the Assistant SENCO and Inclusion Support Workers

Pastoral care

- Promote the safety and well-being of all children
- Promote an understanding of Nurture Based principles and their impact upon children's well-being & development
- Ensure that appropriate interventions are in place for children for whom there are barriers to learning
- Promote positive working partnerships with parents, carers and other professionals.
- Create and sustain an environment that enables effective teaching and learning.
- Support Executive Head Teacher in accessing support for families, including liaison with Family Support
- Carry out the role of Deputy DSL, accessing support for families where appropriate, attending multi-agency meetings as required, undertaking regular training and disseminate appropriate information to staff
- Leadership and management of the school Behaviour & Relationship policy, promoting positive behaviour, guiding and supporting staff

Teaching & learning

- Provide advice, support and guidance to staff on meeting individual learning needs of children
- Support colleagues in developing their knowledge and skills, encourage reflective practice and contribute to their professional development as appropriate.
- Support staff across all age groups with all aspects of the curriculum and development of pupils so that every child feels valued, enjoys learning, is appropriately challenged and makes good or outstanding progress
- Support colleagues in the creation and maintenance of a rich learning environment that is organised to promote independent learning and exploratory play, with stimulating and engaging resources and learning experiences
- Support planning and monitor the successful delivery of a rich and varied curriculum across all age groups that challenges and extends children's learning, whatever their starting points
- Support planning and implement interventions

- Plan and implement interventions as required to ensure all children receive appropriate support
- Monitor observations and assessment of children's learning
- Assess, record and report on the development, progress and attainment achieved by children with SEND
- Track and analyse pupil performance data, paying particular attention to those with special educational needs
- Support colleagues to ensure accurate assessment is carried out, ensuring that this information is used to plan for progress for every child
- Monitor progress of pupils with SEND and evaluate the effectiveness of teaching and learning

Teaching role

- Carry out the duties of a teacher as set out in the current School Teachers' Pay and Conditions document and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Head Teacher.
- Support all Teachers and Teaching Assistants across the school to provide high quality teaching and learning
- Model good or outstanding teaching and share expertise with colleagues
- Demonstrate a commitment to and actively promote the school's equal opportunities policy and Rights Respecting School ethos.
- Uphold the school's principles and policies which underpin good practice and the raising of standards.

Other

- Promote a culture of safeguarding where every child feels listened to and valued.
- Safeguard and promote the welfare of children, following school policies and the staff code of conduct.
- To implement all school policies and principles which underpin good practice and the raising of standards across the school
- Undertake any professional duties which may reasonably be delegated by the Head Teacher.
- Carry out professional duties according to the current School Teachers Pay and Conditions Document.
- Adhere to the Standards for Teachers
- Ensuring that all work is consistent with Birmingham's Equal Opportunities Policy.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Head Teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher

3. LINE MANAGEMENT RESPONSIBILITY TO AND FOR:

- Required by the School Teacher's Pay and Conditions Document to carry out professional duties of a teacher under the reasonable direction of the Head Teacher of the school and to report for the purposes of day to day management to the Head Teacher.
- The Assistant Head Teacher will work within the school's ethos and will make her/his own significant contribution to the school's development. She/he will support and compliment the Head Teacher in all aspects of school leadership and management.
- Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the Head Teacher.

4. CONDITIONS OF EMPLOYMENT

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teacher's conditions of employment.

5. REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Teacher or relevant authority but only after full consultation with the post holder. It will only be signed if agreement is reached.

6. COMPLAINTS

If, following review and amendment, agreement is not reached; the appropriate procedures should be used for the settling of any disputes.