



# Brightwells Academy Trust

## Job Description

**Job title:** Assistant Headteacher at Queen's Manor Primary School (Inclusion & SEND)

**Pay scale:** L4 – L7 (£53,414 - £57,003 pro rata) This is a part-time (0.6 FTE) post

**Reporting to:** Headteacher, Governors and Trustees

### MAIN PURPOSE OF THE JOB

- Carry out the professional duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for Assistant Headteachers
- Carry out the professional duties of a teacher as required
- Under the overall direction of the Headteacher:
  - be responsible for the standards and curriculum of all pupils with SEND including monitoring of progress towards achievement
  - proactively manage staff and resources
- Uphold the ethos, aims and values of Queen's Manor Primary School and the Trust
- Liaise with staff in the organisation of staff meetings and INSET, leading them where appropriate
- Play a key role in the performance management and line management of identified staff
- Adhere to the school's safeguarding policies and procedures
- Communicate positively and effectively, both orally and in writing, with all stakeholders
- Play a full part in the life of the school community
- Maintain confidentiality about matters arising in school

### DUTIES AND RESPONSIBILITIES

#### Shaping the future

- With the Headteacher and Governors establish and implement an ambitious vision and strategic plan for pupils with SEND at Queen's Manor
- Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on pupils who have SEND
- Promote a culture of inclusion within the school community where all views are valued and taken into account

#### Leading the Provision for SEND

- To be the SENCO for the school
- Identify and adopt the most effective teaching approaches for those pupils with SEND
- Monitor teaching and learning activities to meet the needs of pupils with SEND across the school
- With the Headteacher develop, evaluate and review the quality of the Additionally Resourced Provision
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with special educational needs
- Develop understanding of learning needs and the importance of raising achievement among pupils
- Through your own excellent practice ensure an ethos of challenge and support where all children can achieve success
- Set targets for raising achievement among pupils with special educational needs, including through pupil progress meetings

- Co-ordinate planning and assessment within the Additionally Resourced Provision including tracking for pupil progress, analysis of performance data and target setting and ensure this is used to inform actions which are then evaluated for impact of progress
- Lead the development and review of provision for pupils with SEND and vulnerable groups in the school
- Update the Headteacher and governing body on the effectiveness of provision for pupils with special educational needs
- Attend consultation meetings and keep parents informed about their child's progress
- Work with the Headteacher to consult on SEND admissions to the school, including within the Additionally Resourced Provision

#### **Developing self and others**

- Assist the Headteacher in the recruitment and development of excellent staff
- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND
- Support the induction of staff new to the school and those being trained within the school as appropriate
- Keep abreast of current SEND research, theory, practice and developments
- Disseminate good practice in SEND across the school
- Identify resources needed to meet the needs of pupils with SEND
- Be a proactive and effective member of the Senior Leadership Team
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties, reasonably delegated by the Headteacher

#### **Securing accountability**

- Support the staff and Local Governing Board in fulfilling their responsibilities with regard to SEND
- Contribute to the reporting of the school's performance to the school's community and partners
- Promote and protect the health, safety and welfare of pupils and staff
- Work alongside senior staff to monitor teaching and learning, and to provide effective feedback to staff

#### **Strengthening community**

- Assist other leaders in developing policies and practice which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with staff, parents and carers to ensure positive outcomes for all parties
- Promote positive relationships and work with colleagues in Brightwells and other schools, and external agencies

**Notes: This job description may be amended at any time in consultation with the post holder.**