



JOB DESCRIPTION

Job title: Assistant head, SENDCo and Class Teacher (maternity cover)
Grade: LS
Responsible to: Head Teacher

Special conditions of service: Maternity Cover

Purpose of the Role:

To share and support our school's corporate responsibility for the well-being, education and discipline of all pupils and to facilitate and encourage learning which enables pupils to:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

This job description should be read alongside the range of professional duties of teachers as set out in the most recent School Teachers' Pay and Conditions Document. The post holder will be expected to undertake duties in line with the Teaching, Personal and Professional Conduct requirements as outlined in the DFE's Teaching Standards.

Main Duties:

Teaching and Learning

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught;
- Set clear and challenging targets for learning, building on prior attainment;
- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep pupils engaged and stimulate their intellectual curiosity and which recognise and develop children's preferred learning styles;
- Select and make good use of books, ICT and other learning resources which support effective teaching and learning;
- Identify pupils who have additional educational needs and consult with SENCO to ensure that they are given appropriate work programmes and targeted support;
- Create and maintain a stimulating, challenging, safe environment within the classroom and public areas that encourages learning and supports well-being;
- Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context;
- No curriculum area(s) of responsibility are required.

Assessment and Recording

- Assess how well learning objectives have been achieved and use this assessment to inform future teaching;
- Assess and record pupils' progress in accordance with school policy and statutory guidance;



- Mark and monitor class and homework, providing constructive oral and/or written feedback and setting targets for pupils' progress;
- Provide written reports to:
 - a) parents, in accordance with school procedures and statutory requirements; and
 - b) other agencies, in accordance with school procedures and the Code of Practice.

Pastoral

- To promote, maintain and supervise the health and safety of pupils engaged in authorised school activities both on school premises and elsewhere;
- To demonstrate a commitment to positive behaviour management throughout school;
- To care for the physical and emotional welfare of children within the class/school;
- To show care for any other child within the school with whom they come into contact;
- To report to senior colleagues any child about whom they are concerned;
- To register pupils, encourage punctuality and reinforce school attendance procedures in consultation with the Head Teacher;
- To develop positive relationships with parents which encourages a home-school partnership approach in line with school policy; and
- To liaise with agencies responsible for pupils' welfare.

Management

- Attend meetings with colleagues, parents or other agencies;
- Take responsibility for own professional development and keep up to date with research and developments in teaching methods and in subjects taught;
- Share corporate responsibility in the implementation of school policies and practices;
- Participate in Performance Management in accordance with school policy and statutory guidance;
- Establish effective working relationships with colleagues;
- Direct or supervise the work of students, trainees and support staff, participating in any related administrative and organisational tasks. To plan, lead and facilitate partnership delivery of the curriculum within their classroom;
- Use guaranteed non-contact time effectively for Planning, Preparation and Assessment responsibilities; and
- To be a good role model to pupils in school.

SENDCO & AHT Main purpose

The SENDCO & AHT under the direction of the Headteacher, will:

- To work as part of the Senior Leadership Team in partnership with the Head and Deputy Head in the strategic development of the school, including attending and leading meetings, delivering whole school assemblies and worship, leading staff meetings and heading the school's Inclusion Team.



- Determine the strategic development of special educational needs (SEND) policy and provision in the school in partnership with the Inclusion Team, the SEND Business support Assistant, the SLT and staff
- 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
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- The SENDCO will be expected to fulfil the responsibilities of a teacher as set out in the STPCD

Duties and responsibilities

- Strategic implementation of the school's SEN policy and provision
- Attend the Honley Partnership SEND network meetings each term
- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school development plan (SDP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map in partnership with the school's SEND Business Support Assistant
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEN or a disability
- Implement and monitor intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Support teachers in Identifying pupil's with SEND



- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil and maintain communications with the relevant agencies
- Ensure records are maintained and kept up to date in partnership with the school's SEND Business Support Assistant
- Communicate regularly with parents or carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

Leadership and management

- Work with the headteacher, SLT and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff where necessary
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND or a disability
- Lead and manage teaching assistants (TAs) working with pupils with SEND or a disability
- Lead staff appraisals as part of the SLT and produce appraisal reports
- The SENDCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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 SENDCO will carry out. The post holder may be required to undertake other duties appropriate to the level of the role, as directed by the headteacher.