



Job Description

Post Title: Assistant Headteacher for Inclusion

Post Grade: Leadership 1- 5

Teaching Responsibilities

You are required to carry out duties of a School Teacher as defined in the most recent School Teacher's Pay and Conditions Document.

The post requires you to teach pupils in the age 3-11 as directed by the Headteacher.

It is expected that you will:

- Be an effective member of the school team and that your classroom and teaching practice will reflect the school philosophy and policies;
- Assist in achieving the effectiveness of the agreed aims relating to the curriculum and organisation of the school.
- Promote parental interest and understanding.
- Work collaboratively with Teachers and Support Staff.
- Plan development, implement, assess and record children's activities co-operatively.
- Be jointly responsible for children in the class and any others under supervision.
- Be jointly responsible for the care of the classroom or work area and for materials and resources within them.
- Attend and contribute to appropriate meetings.
- Maintain a high quality of teaching, which will be reflected in your classroom organisation and the standard of work produced by children in your class.

Specific Responsibilities - Leadership

You are required, in consultation with the Headteacher and other members of staff to:

- Lead and motivate colleagues by good example in the classroom.
- Attend regular leadership meetings and to participate in the decision-making processes of the school
- Have experience of the leading Teaching and Learning in a subject area
- Make decisions on issues related to Leadership and Management of the school linked to SIP and School Self Evaluation.
- Carry out Performance Management and appraisal for colleagues
- To use the current OFSTED Framework as a guide to input into the Action Plan for sustainable school improvement.
- To support the Senior Leadership Team in leading the school forward through organising regular events, CPD and meetings
- To ensure staff understand and are actively implementing key aspects of school policies and learning strategies.
- To secure high quality teaching, learning and effective use of resources leading to positive outcomes for all children through holding staff accountable for their actions and professional conduct.
- To strive for the best possible provision for all our children.
- To lead by actively keeping abreast of information related to the area for which you are responsible and to share appropriate aspects of this information with colleagues.
- To audit, select and order appropriate high quality resources that match the type and variety of learning taking place across the school.
- To lead INSET that will inspire colleagues and provide information and advice that supports them in further developing their teaching skills and strategies to ensure children consistently enjoy high quality learning experiences.
- To promote the school's policy for Equality of Opportunity.
- To promote and follow national school procedures for Safeguarding Children.
- To lead by example through your own outstanding practice.

Specific Responsibilities - Inclusion and SENDCo

You will be the named SENDCo and will be required to:

- Play a central role (in conjunction with the Headteacher and the Governing Body) in raising awareness of the school's policies in regard to vulnerable pupils
- In conjunction with other staff, identify SEND and vulnerable children

- Instigate, monitor and review, where appropriate and in conjunction with other professional staff (internally and externally), Education Health Care Plans for pupils with SEND
- Monitor the day to day provision for SEND and vulnerable children
- Liaise with class teachers, curriculum coordinators and other members of the senior leadership team to ensure appropriate differentiation for vulnerable and SEND pupils to ensure equal opportunity
- Coordinate liaison relating to the transition of SEND and vulnerable pupils within school and to secondary and other schools
- Act as an advocate within school to ensure vulnerable pupils entitlement to SEND, Gifted and Talented and other provision is delivered
- Maintain the school's vulnerable pupils' register and oversee the records of all vulnerable pupils
- Ensure medical health care plans are in place for all children with medical needs
- To monitor, evaluate and coordinate provision for vulnerable and SEND children
- Liaise with external agencies, parents, governors, teachers and support staff with regard to having a whole overview of the provision and needs of vulnerable and SEND children
- Monitor the use and deployment of resources and make recommendations for the effective use of these for SEND children
- Establish, in conjunction with others, appropriate review procedures for children with SEND and other vulnerable children
- Maintain and develop your own personal and professional expertise in the SEND and inclusion field through in-service training and the process of performance management.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

I have read and understand my role and responsibilities in relation to the duties set out above.

Signed:.....

Print Name:.....

Date:.....