



## Job Description

### Assistant Headteacher Inclusion & SENCO

Leadership Range: 11-15

**This job description is generic. A specific job description will be agreed on appointment of the successful candidate.**

**Responsible to:** Deputy Headteacher

This post is an opportunity to play a crucial role in ensuring that Bishop Stopford's School becomes an outstanding school. The Assistant Headteacher will be responsible to the Deputy Headteacher and will work alongside SLT in defining, articulating and implementing the shared vision and values of the school through effective communication and engagement with all stakeholders. It is expected that the Assistant Headteacher will demonstrate outstanding leadership skills working under the direction of the Deputy Headteacher on the implementation of the strategic aims of the school. They will work with individuals and groups to ensure the provision of a high quality education for all our students.

#### General Leadership Duties

As Assistant Headteacher you will:

- Work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management within the school
- lead by example and be committed to high expectations
- assist in the day-to-day running of the school
- maintain a high profile around school
- lead on delegated areas of responsibility
- uphold and embed a culture that enables students and staff to excel
- help to improve the outcomes and progress of all students, including those who are disadvantaged
- support with the effective deployment of resources to secure excellent outcomes for all students
- have a deep and accurate understanding of the school's effectiveness and strategies for improvement
- support teacher development and improvement to ensure highly effective quality of education across the school
- help to create a climate in which teachers are motivated and are encouraged to develop their practice
- support the spiritual, moral, social and cultural development of students ensuring that the promotion of British values is at the heart of the school's work
- promote inclusion, equality of opportunity and diversity
- contribute to the safeguarding of students, promote student welfare and work with the Senior Leadership Team to ensure that students feel safe and staff are trained to identify safeguarding needs
- work effectively with all stakeholders and external providers to secure the best outcomes for all
- contribute and taken an active part in SLT meetings and other key meetings as appropriate

- participate in and support in the organisation and management of whole school events
- deputise for the Deputy Headteacher when required and in their absence

### **Assistant Headteacher Inclusion & SENCO**

Main Purpose:

- Determine the strategic development of special educational needs (SEN) & Inclusion policies and provision in the school
- Be responsible for day-to-day implementation and 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 carers, and other agencies
- Work alongside other members of SLT to raise SEN student achievement and progress throughout the school

#### **Strategic development of SEN policy and provision**

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Refine, implement and oversee a comprehensive, robust and innovative inclusion strategy across all key stages
- 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 improvement plan (SIP)
- 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
- Champion inclusion by serving as the lead advocate for inclusive practice with the senior leadership team and the school as a whole, ensuring that it remains at the heart of the school development plan

#### **Operation of the SEN and Inclusion policy and co-ordination of provision**

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise colleagues on applying adaptive teaching strategies tailored for individual pupils with SEN
- Support the delivery of CPD and work in liaison with the AHT for teaching and learning to ensure that inclusive and adaptive practices are consistently used throughout the school
- 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
- Be a key point of contact and liaise effectively with the LA, other schools, educational psychologists, health and social care professionals and other external agencies to secure the best possible holistic support for students

- Monitor progress by implementing robust tracking systems that consider academic progress, attendance and behaviour for pupils with SEN or a disability, alongside other vulnerable student groups and support the development of interventions and teaching strategies to promote their achievement
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

### **Support for vulnerable pupils**

- Implement a co-ordinated approach to the identification of SEN needs in students
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure that accurate records are maintained and kept up to date
- Review the education, health and care (EHC) plan with parents/carers and the pupil in line with borough policy
- Build strong and trusting partnerships and connections with parents and carers, ensuring they are fully involved and supported in understanding their child's educational journey
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to that school, 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
- Act as the designated teacher for looked-after children (LAC) and ensure effective liaison with the virtual schools and other involved agencies

### **Leadership and management**

- Work collaboratively with middle and senior leaders to ensure high quality teaching is the first response to SEND, support the delivery of expert CPD for teaching and support staff on inclusive pedagogy, adaptive teaching and inclusive practices
- Effectively line manage key inclusion staff, setting clear targets and fostering a culture of continuous improvement and accountability through the school appraisal process
  - Lead and manage the deputy SENCO
  - Lead and manage the EAL Co-ordinator
  - Lead and manage teaching assistants (TAs) working with pupils with SEN or a disability

### **General Duties**

- Carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- uphold and promote the ethos and Christian values of the school
- uphold and follow the policies of the school
- establish positive working relationships with all stakeholders
- be a representative of the school
- ensure the well-being and safety of students at all times
- work in collaboration with others
- maintain professionalism at all times

The postholder must be flexible to ensure that the operational and strategic needs of the school are met.

Responsibilities will be rotated periodically to provide professional development and to enable preparation for promotion. This job description will be reviewed annually.

**EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Enfield. All employees are expected to understand and promote equality and diversity in the course of their work.

**SAFEGUARDING CHILDREN**

Bishop Stopford’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

<b>I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.</b>	
<b>Name:</b>	<b>Signature:</b>
<b>Date:</b>	