



**Job Title: Assistant Headteacher (Inclusion)**

**Reports to: Headteacher**

**SALARY RANGE: L1-5 Fringe**

### **Purpose of the job**

To work alongside the Headteacher and Deputy Headteacher to play a key role in the strategic development of the school.

### **The Assistant Headteacher (Inclusion) will:**

- Work with the headteacher and deputy headteacher to formulate, deliver and promote the vision and values of the school, particularly as they apply to SEND, PPG and EAL pupils.
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions document (STPCD).
- Have responsibility, as with all staff, for safeguarding children and young people.
- Take a lead on provision for pupils with SEND, PPG and EAL.
- Fulfil the duties of a SENCO.
- Oversee teaching and learning and the performance of staff in the on-site Special Resource Provision.

### **Main duties**

The jobholder need not fulfil all of the duties listed below but should have the ability to fulfil all or most of the duties. The duties listed below are not an exhaustive list. The specific nature and balance of these responsibilities will vary according to the needs of the school.

The assistant headteacher will have delegated responsibilities which are both school-wide and of considerable weight and will be in addition to carrying out the professional duties of a teacher.

- Take a lead role in monitoring and evaluating inclusion across the school, actively promoting best practice to achieve positive outcomes for pupils.
- Be an active part of the school's senior leadership team, working with the headteacher and deputy headteacher to ensure the school offers a high quality and engaging curriculum for vulnerable pupils.
- Advise the headteacher on the strategic direction and development of all aspects of SEND, PPG and EAL and to lead development in those areas.
- Maintain an accurate and up to date SEND register and provision map.

- Be aware of the provision in the local offer, signposting parents/carers where relevant.
- Work with other schools, external health and educational professionals and other external agencies, being the school's key point of contact.
- Take responsibility for writing, monitoring and evaluating the school's Pupil Premium Strategy.

### **Teaching and Learning**

- Be responsible for the quality of the teaching and learning of the relevant groups of pupils.
- Assess, monitor, record and report on the learning needs, progress and achievements of the relevant groups of pupils.
- Work with the headteacher and deputy headteacher to raise standards of teaching, learning and assessment.
- Demonstrate, plan and teach alongside teaching and support staff to ensure best practice.
- Ensure the curriculum/resources reflect the diverse school community.
- Liaise with subject leaders to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme for the relevant groups of pupils which complements the school's strategic objectives.

### **Whole-school organisation, strategy and development**

- Ensure the school's vision is clearly articulated, understood and acted upon effectively by all who work with vulnerable pupils.
- Demonstrate the vision and values of the school in everyday work and practice.
- Assist the headteacher in the ongoing review of standards of leadership and teaching and learning in relation to vulnerable groups of pupils.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures as they relate to vulnerable pupils.

### **Safeguarding**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
- As Deputy DSL, share the responsibility of protecting and safeguarding pupils.
- Promote the safety and wellbeing of pupils.
- Promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and promote policies and procedures to foster them.

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

### **Management of staff and resources**

- Direct, supervise and provide support to assigned members of staff.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff to enhance performance.
- Lead the appraisal of assigned members of staff.

- Manage the SEND budget, including income for named pupils.

#### **Professional development**

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching and overall performance.
- Lead INSET for staff.

#### **Communication**

- Communicate effectively with pupils, parents/carers, colleagues, governors and the wider school community.
- Advise and assist the governing board in matters relating to inclusion, including attending meetings and providing reports.