

JOB DESCRIPTION

ASSISTANT HEADTEACHER

with responsibilities for Inclusion, Special Needs and Disabilities

The roles associated with the above position change according to the needs of the school.

Roles and Responsibilities (AHT):

1. To ensure high standards and excellent outcomes for all pupils.
2. Present forward thinking ideas to SLT ensuring initiatives are overseen or led by the HT.
3. Devise strategies and lead changes to embed initiatives that have demonstrable impact.
4. To demonstrate the highest expectations to staff and learners and be committed to the wellbeing and welfare of pupils and staff.
5. To be an active member of the Leadership Team.
6. Evaluate analysis of data to identify barriers to learning and suggest ways to address these.
7. Monitor the progress of pupils throughout the year, identifying gaps and any underachievement (through book scrutinies, planning checks, observation, discussion with pupils, etc)
8. Provide training opportunities to develop the management skills of post-holders within the phase/whole school.
9. Act as the responsible lead for the school if the HT, DHT are absent. Support, create and promote the ethos of the school.
10. Carry out personnel and SLT administrative tasks according to the policies and procedures in place, e.g. sickness and absence, new admissions.
11. Monitor high standards in the classroom, with a teaching commitment where necessary, to act as a role model to others, e.g. leading/being filmed for lesson study, team teaching, modelling of lessons.
12. To carry out appraisals for staff with regular feedback that support excellent pupil progress and achievement of PM objectives.
13. To work closely with staff to positively promote the school and within the community by attending events and meetings outside school hours.
14. Any other duties that the Headteacher may request in order to support the smooth running of school.

Roles and Responsibilities (SENDCO):

1. Make referrals and liaise with professionals outside of the school - this could include psychologists, health and social care providers, speech and language therapists and occupational therapists.
2. Develop and oversee the implementation of the school's SEND strategy and policy.
3. Carry out assessments of pupils with SEND to identify needs and monitor progress - including observations in the classroom and meeting with teachers and parents.
4. Work with classroom teachers, the school leadership team, parents and relevant external agencies to develop, implement and monitor individual support/learning

plans.

5. Inform parents about their child's targets, support programmes and progress in school with teacher input, ensuring children with disabilities are effectively provided for.
6. Review school SEND policy, regularly and oversee the day by day operation of the policy, and LA policy.
7. Support teachers to develop and implement effective teaching and behaviour management approaches in the classroom.
8. Apply for funding, where possible, from the borough SEND panels. Manage and advise on the school budget and resources for SEND provision.
9. Manage and maintain referral paperwork and keep detailed records of provision for all children on the register.
10. Provide advice, guidance and training (staff meetings and INSETs) to staff on supporting pupils with SEND.
11. Keep SLT and governors informed of SEND related issues.
12. Attend cluster and inclusion network meetings and other SEN meetings.
13. Ensure correct records are transferred at Secondary Transfer and liaise with the SENDCO of that school where necessary..
14. Develop and maintain systems for keeping pupil records, ensuring information on Edukey is accurate and up to date.
15. Organise SEND handover at the end of the year.
16. Analyse school, local and national data and develop appropriate strategies and interventions.
17. Manage SEND teachers, teaching assistants support staff and pastoral staff to improve pupil progress and attainment, including leading LSA meetings
18. Keep up to date with national and local policies related to SEND and cascade information to colleagues.
19. Will work towards the National Professional SENDCo Qualification, if you do not already hold this qualification.
20. Actively contribute to the work of the Equality Team.