



## Job Description

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

**Salary:** L13-17

**Hours:** As required.

**Reporting to:** Deputy Headteacher (Behaviour & Culture)

## Main purpose

The Assistant Headteacher will be responsible for promoting a truly inclusive culture at Stone Lodge School in which all students are able to achieve excellence in terms of students' behaviour, attitudes and wider personal development with SEND provision being of the highest quality.

## STRATEGIC DIRECTION AND DEVELOPMENT

- Make a significant contribution to the development, communication, and implementation of the school's vision of inclusive education where all students can lead successful lives.
- Play a key role in determining the strategic development of policy and practice in all areas of learning support.
- Lead on quality assurance of the provision for SEND and EAL learners ensuring that they make excellent progress.
- Ensure up-to-date knowledge of national and local initiatives which may impact upon policy and practice.
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Lead on strategic areas of school improvement through formulating, devising, agreeing and monitoring improvement plans to maximise impact.

## LEADING LEARNING SUPPORT PROVISION

- Lead and manage the provision for pupils with Special Educational Needs and Disabilities (SEND) and additional needs within the school.
- Lead the implementation of the school's SEND policy including the implementation of Education, Health and Care Plans (EHCPs), identification and assessment of pupils with SEND, and maintenance of the SEND register in order to meet all statutory expectations.
- Work with the headteacher to ensure the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.

- and ensure that there liaise with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned.
- Develop professional, constructive relationships with other agencies, schools and professionals and be a key point of contact with external agencies, especially the local authority and its support services.
- Work closely with staff, parents, and external agencies to ensure the needs of all SEND learners are met.

### **LEADING TEACHING AND LEARNING**

- Make a significant contribution to ensuring high quality teaching and learning across the school by developing and implementing effective strategies in the classroom to support pupils with SEND, ensuring they have access to a broad and balanced curriculum.
- Provide professional guidance to colleagues to implement and model strategies that secure high standards of teaching, pupil behaviour and attendance for all pupils, but especially the most vulnerable.
- Monitor the progress and attainment of pupils with SEND, using data to inform planning and interventions to ensure the best possible outcomes for vulnerable learners.
- Monitor, evaluate and review classroom practice; celebrate and promote excellence, challenge under-performance at all levels and ensure appropriate action is taken in accordance with policies and procedures, with a specific focus on SEND learners and those with additional needs.

### **LEADERSHIP OF PEOPLE**

- Provide exemplary leadership for the whole school community acting as a role model for staff and students.
- Develop high-quality leadership of inclusion in both academic and pastoral areas through effective line management.
- Ensure a high level of presence and proactive visibility around school and promote high staff morale and ownership of inclusion.
- Contribute to the provision of high-quality training and development for all staff which empowers staff at all levels to support inclusive education.
- Manage staff performance and conduct effectively and resolve complaints.

***The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.***

## Person Specification – Assistant Headteacher

Criteria	Essential	Desirable
Qualified Teacher Status	X	
A Degree or equivalent	X	
SENCO qualification or willingness to undertake	X	
Evidence of continuous professional development relevant to post	X	
Experience and knowledge of school self-evaluation processes	X	
Masters' Degree, NPQSL or evidence of willingness to carry out further study to similar level		X
Outstanding classroom teacher	X	
Development work with colleagues	X	
Sustained performance securing very good student outcomes	X	
Evidence of successful leadership of an aspect of curriculum or pastoral related strategy and work or teaching and learning	X	
Experience of initiating, leading and/or contributing to a whole school or wider community issue which sits outside a generic job description and/or comfort zone	X	
Confident user of new technology as a management tool	X	
Teaching experience to A Level		X
Experience of working with or within more than one school Mentoring/Coaching		X
Safeguarding experience		X
Able to communicate effectively, orally and in writing	X	
Able to demonstrate effective planning and teaching skills	X	
Able to present confidently to a large group of students or staff	X	
Able to work with others to achieve common goals	X	
Able to use / analyse assessment data systems to raise standards	X	
Able to provide clear direction and to inspire, motivate and enthuse others	X	
Confident in own ability to be effective and to take on challenges	X	
Ability to relate well to students, colleagues, parents and Governors	X	
Builder of teams, networks and collaborations to secure the best outcome	X	
Effective behaviour management	X	
Able to support staff and students in maintaining high standards	X	
Up to date awareness of curriculum development	X	
Efficient and effective administrative, organisational and personal management skills	X	
Ability to inspire, challenge and motivate colleagues	X	
Have a positive approach to education	X	
Energy, enthusiasm and perseverance	X	
Reliability and integrity	X	
Good interpersonal skills	X	
Able to perform well under pressure	X	
Clear vision and educational philosophy	X	

Positive commitment to individual personal development	X	
Capacity to work hard, under pressure, to meet deadlines	X	
Adaptable and amenable with respect to working practices	X	
Ability to work independently and be a team player	X	
Suitable to work with children	X	
Understanding of equal opportunities issues and an ability to demonstrate strategies to challenge discrimination and prejudice	X	
A commitment to inclusive education	X	

### Application process:

Applications will be processed as they arrive, with interviews following shortly after.  
We reserve the right to close the application process early.

***As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.  
All offers of employment are subject to an Enhanced DBS check.***