



Job Description

Assistant Headteacher - SENDCO

Hours: 38.5

Contract type: Full-time permanent

Reporting to: Headteacher

Location: Serenity School Maidstone

Responsible to: Headteacher

This post is an opportunity to play a crucial role in ensuring that Serenity School becomes an outstanding school. The Assistant Headteacher – SENDCO will be responsible to the Headteacher and will work alongside the 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 successful candidate will demonstrate outstanding leadership skills working under the direction of the Headteacher on the implementation of the strategic aims of the school to support our overall holistic educational offer. They will work with individuals and groups to ensure the provision of a high-quality education for all our students. In addition, the Assistant Headteacher SENDCO will have a timetabled teaching commitment to be agreed with the Headteacher.

The role is offered initially as a training and development placement, and it is expected that the successful candidate would progress fully to the SLT after one year of deployment having completed a successful performance appraisal review.

General Leadership Duties

As Assistant Headteacher for SENDCO you will:

- Work with the headteacher and governors/directors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Prepare and review information the governing board is required to publish.
- Contribute to the School Development Plan and whole-school policy Identify training needs for staff and how to meet these needs.
- Lead INSET for staff.
- Share procedural information, such as the school's SEN policy.
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability.
- Lead and manage teaching assistants working with pupils with SEN or a disability.
- Lead staff appraisals and produce appraisal reports.
- Review staff performance on an ongoing basis.
- Lead on delegated areas of responsibility.
- 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 teaching

and learning across the school.

- 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.

Strategic development of SEN policy and provision

As Assistant Headteacher for SENDCO you will:

- Determine the strategic development of Special Educational Needs (SEN) policy and provision in the school.
- Be responsible for day-to-day 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 other agencies.
- The SENCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision using agreed methodologies.
- Report termly on SEND provision to SLT and issue reports to Directors.
- Strategic overview of all Annual Reviews and transition/destinations reports.
- Contribute to school self-evaluation, particularly with respect to provision for pupils.
- Ensure the SEN Policy is put into practice, and that the objectives of this policy are reflected in the School Development Plan.
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice.
- Evaluate whether funding is being used effectively and propose changes to make use of funding more effective.

Operation of the SEN 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 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.
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies.
- Be a key point of contact for external agencies, especially the local authority.
- Analyse assessment data for pupils with SEN or a disability.
- Implement and lead intervention groups for pupils with SEN and evaluate their effectiveness.

Support for pupils with SEN or a disability.

- Identify a pupil's SEN.
- Co-ordinate provision that meets the pupil's needs and monitor its effectiveness.
- Secure relevant services for the pupil.

- Ensure records are maintained and kept up to date.
- Review the education, health and care plan with parents or carers and the pupil. Communicate regularly with parents or carers.
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil.
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extracurricular activities.
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability.

Teaching and learning

- Promote excellence in teaching and learning to ensure all pupils develop their potential and are equipped for life beyond school.
- Exemplify in own practice the skills of teaching and learning typified by lead professionals and ensure that good practice is shared.
- Ensure that schemes of work are developed and used, reviewed, and modified to enable the maintenance and development of high standards of teaching and learning relating to the remit of this role.
- Monitor pupils' work and the classroom practice of those in the department to ensure high standards are maintained.
- Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the department.
- Ensure the department's delivery and development of the curriculum aims or themes are effective in meeting the needs of all pupils.

Monitoring, evaluation & assessment

- Ensure that within the department individual pupil progress is regularly assessed, recorded, and reported and used to inform future teaching.
- Monitor pupil progress using performance and benchmarked data to ensure that high standards of learning are achieved and maintained.

Training & development of self and others

- As a lead professional set personal targets and take responsibility for own continuous professional development.
- Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development.
- Support with the development of the school's improvement plan and help devise strategies for development.
- Promote and embed the school's ethos to ensure enhanced attitudes to learning.
- Implement and oversee strategies to ensure that students are confident, self-assured learners who are proud of their achievements in school.
- Foster a love for learning and an awareness amongst students of the role that education plays in their lives.
- Promote aspirational learning and high expectations.
- Promote and oversee the use of rewards, trips, and extra-curricular activities within the school.
- Devise and implement programmes to support with the spiritual, moral, social, and

- cultural development of students.
- Devise and implement programmes designed to promote respect, understanding and cohesion.
- Devise and implement programmes to develop student awareness regarding health, safety, and welfare as part of workshops, drop down days and speakers.
- Oversee key awareness weeks to promote positive behaviour (e.g. Anti-bullying week)
- Oversee and manage provision of additional support for disadvantaged students.
- specific areas of the school.
- Assume any other reasonable duties as needed and as directed by the headteacher.

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 Croydon. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

Serenity 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.

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.

Name:

Signature:

Date: