



Warden House Primary School

Job Description – Assistant Headteacher (Inclusion Lead)

Post holder:

Salary scale: L4 - L6

Status of the post:

This is a non-teaching, senior post within the school's staffing structure which carries with it membership of the Senior Leadership Team. As part of the senior leadership team, you will be a leader of teaching and learning within our school. The post holder is accountable to the Headteacher and responsible for upholding the values of the school and the mission, values and vision of the trust.

In addition to those professional standards common to all classroom teachers in the school, the post holder's key accountability will be for raising the standards of teaching, learning and attainment for all pupils with strategic responsibility for the leadership of SEND. The postholder will be part of the wider leadership team, positively supporting the aims and ethos of the school whilst working to embed the Trust and school's mission of making learning irresistible for all.

The post holder will be an expert in their field and will champion research and evidence informed practice through their work.

The Assistant Headteacher (Inclusion Lead), under the direction of the Headteacher, will:

- As a member of the senior leadership team, support the strategic development of teaching and learning across the school ensuring inclusive practice is embedded.
- Determine the strategic development of special educational needs (SEND) policy and provision in the school
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND or a disability
- To be an expert in the field of SEND, providing professional guidance to colleagues, staff, parents and other agencies as needed
- Lead and coordinate members of the pastoral team
- Strategic leader of behaviour for inclusion across the school
- Lead the strategic development and deployment of teaching assistants across the school
- To be the school's Designated Teacher for looked-after and previously looked-after children
- To ensure that the Trust's Health and Safety policy is embedded

- Undertake the responsibilities of deputy DSL, supporting the work of the FLO, Headteacher and deputy head teacher in ensuring the effective safeguarding of the whole school community
- The Assistant Headteacher (Inclusion Lead) will also be expected to fulfil the professional responsibilities of a teacher, as set out in the Veritas Pay Policy and the School Teachers' Pay and Conditions Document

Professional Responsibilities

The post holder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

Leadership and management

- As a member of the senior leadership team, contribute to the development and implementation and monitoring of the school improvement plan
- Meet regularly with the Senior Leadership Team to report on the progress of SEND provision and pupils
- Identify training needs for staff and how to meet these needs.
- Lead INSET for all staff
- Promote an ethos and culture that supports the school's SEND and Inclusion policies and promotes good outcomes for pupils with SEND
- Be a model of exemplary practice in all aspects of role
- Be a visible and approachable presence and a positive role model for staff and children, fostering good working relationships at all times
- Be proactive in the leadership role and support the wider work of the Senior Leadership Team
- As a member of the senior leadership team, contribute to the leadership and management of high-quality inclusive teaching across the school
- Lead the strategic deployment and development of teaching assistants across the school
- Lead and line manage members of the school's pastoral team including, FLO, SENCO assistant, nurture TAs and Speech and Language TA
- Coordinate the placements of Social Work students
- Lead the development of the school's behaviour and relationship strategy
- Reviewing and monitoring the impact of the work of staff within your team on an ongoing basis
- Identify and manage training for staff aligned to strategic priorities and individual needs
- Work with the headteacher and governors/trustees 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 Local Academy Committee / Trust Board is required to publish including statutory documents such as the school's SEND policy and SEND Report.
- Liaise with the SEN Local Academy Committee governor

Strategic development of SEN policy and provision

- Establish a clear and ambitious vision for SEND and Inclusion, drawing up the Inclusion Development Plan as part of the School Priority Plan, identifying clear targets and success criteria.
- Have a strategic overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision, ensuring that it is inclusive at all levels, including behaviour leadership approaches.
- Promote high standards in SEND provision and support, providing information and guidance as appropriate, leading by example.
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice, including the SEND Code of Practice, disseminating information to staff and ensuring that the school's SEND provision meets the requirements set out.
- Devise, implement and evaluate systems for identifying, assessing and reviewing pupils' SEND in relation to the school's and Trust's policy.
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND, EAL, PP and LAC.
- Meet with other members of SLT and the wider staff, to review the progress and needs of pupils with SEND.
- Hold and organise SEND Planning Meetings to discuss SEND children.
- Evaluate whether funding is being used effectively and propose changes to make more effective use of funding.
- Work with the Senior Leadership Team to convene regular support staff meetings with agendas and minutes circulated to team members.
- Ensure that the Disability Discrimination Act and Equality Objectives are regularly monitored and reviewed.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation.
- Maintain the positive ethos and core values of the school, both inside and outside the school.
- Work collaboratively across the Trust's leadership team to drive inclusive practice, share expertise, and ensure consistent, high-quality SEND provision aligned with the Trust's vision and strategic priorities.

Operation of the SEN policy and co-ordination of provision

- Coordinate the identification and assessment of children's SEND, ensuring that they are assessed at the appropriate stages of the Code of Practice and that assessment is recorded on the correct formats.
- Set up systems for identifying, assessing and reviewing pupils with SEND, those receiving intervention and other vulnerable pupils.
- Organise and oversee SEMH interventions for individuals and groups.
- Analyse attainment and progress data for pupils with SEND, EAL, PP, LAC, and other vulnerable pupils, setting clear targets for improvement of pupils' achievement and monitor pupil progress towards these targets.
- Implement and lead intervention groups for pupils with SEND and evaluate their effectiveness.
- Assess the impact of interventions and coordinate Individual Support Plans for identified pupils.

- Maintain an accurate SEND register and oversee the records of all pupils with SEND and other vulnerable pupils, including but not limited to, individual provision maps.
- Provide support for staff to ensure that they plan effectively, to meet the needs of pupils with SEND and prepare, implement, monitor and review Individual Support Plans.
- Work alongside class teachers, timetable, oversee and monitor the quality of individual learning plans and other support plans, maintaining detailed records and distributing all paperwork in a timely manner.
- Provide guidance to colleagues on teaching pupils with SEND and identify, advise and disseminate the most effective teaching approaches for pupils with SEND.
- Monitor the effectiveness of appropriate teaching and learning activities and target setting to meet the needs of pupils with SEN, EAL, PP and LAC.
- Work with pupils, subject leaders and class teachers to ensure that realistic expectations of behaviour and achievements are set for pupils with SEND, EAL, PP and LAC.
- Create and maintain positive links necessary within school, a pupil's home, external agencies and other schools.
- Attend consultation meetings and keep parents and carers informed about their child's progress.
- Prepare, collate and write reports for particular high needs children who might require additional support.
- Coordinate paperwork for submission of EHCP requests.
- Collect and interpret specialist assessment data and use this to inform practice.
- Ensure that the information for SEND and Inclusion on the school website is up to date.
- Apply for relevant funding.
- 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, acting as the key point of contact for external agencies, including the local authority.

Support for pupils with SEND or a disability

- Identify a pupil's SEND.
- Co-ordinate provision that meets the pupil's needs and monitor its effectiveness.
- Secure relevant funding and/or services for the pupil.
- Ensure records are maintained and kept up to date.
- Review the Education, Health and Care plan (EHCP) or Individual Support Plan (ISP) with parents/carers and the pupil.
- Communicate regularly with parents/carers.
- Work in partnership with other colleagues to ensure speedy transfer of information about SEND pupils to external agencies and other schools, including secondary schools, and liaise with the school to 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.

Other areas of responsibility

The Assistant Headteacher (Inclusion Lead) will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher (Inclusion Lead) will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Budget Accountability

Budget accountability for managing the SEN Budget.

To whom responsible: Headteacher

This job description may be amended at any time after discussion with you, but in any case will be reviewed during the performance review cycle.

Your job description is intended as a reference document which identifies your main responsibilities and activities and is not a comprehensive list of all roles, responsibilities and duties undertaken.

Line manager's signature:

Date:

Post holder's signature:

Date: