



Herne View Church of England Primary

Job Description: Assistant Head Teacher (Inclusion lead inc SENCO)

Name:

Post Title: Assistant Head Teacher (Inclusion lead inc SENCO)

Salary Scale: L1 to L5 (starting point dependent on current salary)

Hours per Week: 37

Contract Type: Permanent

Reports to: Headteacher

Aims

- To support the Headteacher and Assistant Headteacher (Curriculum) in creating, developing and evaluating the aims of the school in partnership with pupils, staff, governors and families.
- To foster the inclusion of all children.
- To lead on the pastoral provision within the school.
- Determine the strategic development of special educational needs (SEN)/Inclusion policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy/Inclusion policy and co-ordination of specific provision to support individual pupils.

The post holder will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

Key Responsibilities

- To report to/deputise effectively for the Headteacher and Assistant Headteacher (Curriculum) when required
- To support and contribute to the school's system for the review and evaluation of teaching and learning
- To contribute to the pastoral care and general behaviour of the school
- To display a high standard of professional behaviour and integrity at all times
- To develop a positive, supportive ethos for academic and social learning

- To keep abreast of local and national educational initiatives and educational thinking through own professional development

Key Inclusion Leader/SENCO Responsibilities

- To lead a team responsible for pupils with additional needs.
- To coordinate the day to day provision of education for all children with Special Educational Needs and those in need of additional support
- To oversee the day to day operation of the school's SEN/Inclusion policy and encourage all members of staff to recognize and fulfil their statutory responsibilities towards pupils with SEN and additional needs
- To line manage the Inclusion team
- To maintain the list of SEN and supported pupils and to oversee their records.
- To review all EHCP annually
- To carry out and coordinate diagnostic assessments of students
- To liaise with parents/carers of children with SEND
- To liaise with SENCOs in feeder and receiving schools
- To liaise with external services and refer to these as required to meet pupil need.
- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- To monitor and evaluate the quality of provision in the department
- To oversee the organisation of intervention groups across the school
- To coordinate the training and professional development of the inclusion team
- To advise and support colleagues in catering for the needs of pupils with SEN
- To chair and produce the agenda and minutes for regular team meetings
- To manage the inclusion budget and provide appropriate Inclusion resources
- To keep up to date and disseminate information on matters related to SEN/Inclusion to all members of staff

Key Leadership and management responsibilities

- Be an active member of the Senior Leadership Team undertaking leadership tasks as required.
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement 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 staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis
- Be a part of the Observation and Monitoring cycle across the school

Other Duties and Responsibilities

- To act as designated teacher for Looked After Children
- To act as DSL alongside the 3 DDSLs
- To act as a Team Leader for Performance Management

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 AHT (Inclusion) will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

It is agreed that this job description is a fair and accurate statement of the requirements of the job

Job Holder..... Date.....

Head Teacher..... Date.....