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**The Wenlock School**

**JOB DESCRIPTION: Assistant Headteacher (SEND & Inclusion)**

**Reports To: Head of School**

The post holder will be expected to network and liaise across the range of external stakeholders including local authority health, social care and education networks and external providers, agencies and organisations to ensure a consistency of approach regarding standards, support, transition and high-quality education and care.

**Status of Post:**

This is a senior post within the school’s staffing structure which carries with it membership

of the Senior Leadership Team (SLT).

**Review and Amendment:**

This job description will be reviewed annually and may be subject to modification and

amendment following consultation between the Head of School and the post holder.

**Specific responsibilities for:** Role of SENCO, Designated Teacher, liaising with clinical team, and oversight of educational provision.

**Job Purpose:**

* Support the Deputy Headteacher (DHT) in leading curriculum innovation and design appropriate for our cohorts and in line with the school vision
* Support the DHT in leading on the effective implementation of the curriculum
* Put provision in place to ensure that progress of pupils improves
* Ensure that the school carries out its statutory responsibilities regarding all students with an EHCP
* Ensure EHCP review meeting invites are sent to all relevant parties in good time (with support from the Assistant SENCO)
* Ensure paperwork is completed for EHCP reviews
* Chair EHCP Review Meetings
* Support all staff in understanding the needs of SEN pupils
* Promote a culture and practices that enables all children and young people to access the curriculum
* Support DHT in monitoring progress of children and young people
* Establish and oversee Curriculum systems, processes and policies to ensure all children and young people can access the curriculum
* Monitoring progress towards the achievement of the school’s aims and objectives
* Work with the SLT, subject leads and teachers to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.

**Duties – General:**

* + Work in accordance with the school’s statement of aims and values and implement strategies within policies
  + Liaise effectively with external agencies
  + To play a full part in the life of the school community, to support its vision and values and to encourage and ensure staff and students to follow this example

**Duties – General for Senior Leadership:**

* + Be an integral member of the SLT discharging individual responsibilities to a high standard as well as supporting the work of the team at all times.
  + Work closely with the Executive Headteacher, Head of School, SLT and colleagues to ensure the school is compliant with statutory regulations.
  + Oversight and line-management of different staff, including carrying out appraisals and holding staff to account to their performance.
  + Make contributions to meetings of the Senior Leadership Team and the Curriculum Team.
  + Be a highly visible presence around the school and role-model expectations and standards to staff and children/young people.
  + Support with the leadership of the school’s Curriculum, assessment and teaching and learning policies: monitoring, review and evaluation.
  + Monitoring and review the Assessment Policy in liaison with the Deputy Headteacher.
* Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context.
  + Chair relevant meetings as appropriate and be responsible for their effectiveness.
  + To lead on any whole school events.

**Duties – Specific:**

* + To improve the quality of learning and teaching by:

- helping to raise achievement and aspirations of the children and young people by ensuring the curriculum develops to meet the needs of our children and young people.

- establishing and sustaining high-quality teaching across subjects, based on evidence.

- ensure the teaching of a broad, structured and coherent curriculum.

* + To co-ordinate and liaise with subject leads.
* Establish curriculum leadership with relevant expertise and access to professional networks and communities.
  + Ensure school improvement strategies are effectively implemented related to SEN, Clinical and Curriculum access and development.
  + To liaise with the clinical site lead ensuring that statutory responsibilities and appropriate therapeutic work is occurring for our children and young people.
  + To oversee the management of all statutory meetings to ensure they are done so in a cohesive manner.
* Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
* Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25).
  + To support the Deputy Headteacher with any Quality Assurance plans.
  + Collect and use evidence to support judgments and planning, so that plans at all levels relate to clearly identified priorities.
  + To work with the SLT to ensure relevant tracking/summative data is used effectively.

**Continuing Professional Development:**

* + In conjunction with the Head of School, take responsibility for personal professional development, keeping up to date with developments in pedagogy and curriculum development in your area.
  + Undertake any professional development necessary.

**Additional points:**

* + All staff are required to maintain confidentiality in relation to children, young people, staff and parent information.
  + All staff are expected to comply with school and the wider group policies.
  + Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
  + Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
  + The school will endeavour to make any necessary reasonable adjustments to the job.
  + The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance.
  + In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.
  + The job description does not form part of the contract of employment.
  + This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

**Key Skills and Competencies:**

* Excellent Interpersonal and Communication Skills – Written and Oral.
* Excellent Organisation Skills with a systematic approach to workload management.
* Excellent time management, planning and work prioritisation skills.
* Experience of developing systems and processes.
* Experience of project management including report writing and statistical data preparation and presentation.
* Ability to develop a full working knowledge of relevant policies/codes of practice/legislation.
* Ability to organise, lead and motivate other staff.
* Ability to plan and develop systems.
* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
* Ability to self-evaluate learning needs and actively seek learning opportunities.
* Confidentiality of information as appropriate.
* Ability to work under pressure.
* Ability to work on own initiative.

**Qualifications:**

* Relevant Bachelor's degree to the role.
* NASENCO qualification would be desirable for the role.
* Strong leadership skills with the ability to motivate and inspire teams.
* Excellent communication and interpersonal skills.
* Knowledge of relevant laws, regulations, and best practices in education and SEND.
* Ability to think strategically, solve problems, and make data-driven decisions.
* Experience working in a multicultural environment and promoting diversity and inclusion.

**Other Duties and Responsibilities**

*A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.*