

**FELIX PRIMARY SCHOOL
JOB DESCRIPTION**

ASSISTANT HEADTEACHER FOR INCLUSION (INCLUDING SENDCO)

Line Managers job title:	Headteacher
Salary:	Leadership Scale
Tenure:	Permanent
Contract type:	52 weeks
% of FTE	1.0FTE
Hours	Full time. There will also be some cover/emergency teaching responsibility where needed.

THE POST

Felix Primary School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic Assistant Headteacher to join our School. The post is suitable for a creative, dedicated and highly motivated teacher looking for a new challenge. The responsibilities cover both mainstream school and the 3 Specialist Units within the school.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The personal competencies expected of the Assistant Headteacher are:

- Be an innovative, independent thinker with the capacity for strategic thinking;
- Be creative and proactive in finding solutions;
- Be flexible and adaptive to changing needs and priorities;
- Be resilient, calm and tenacious under pressure;
- Be insightful and analytical with good problem-solving skills;
- Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, children, parents and the wider community;

- Be a self-reflective practitioner who always seeks to improve;
- See the 'big picture' in relation to whole school priorities & improvement;
- Able to reason their educational philosophy, in tune with the school ethos;
- Be willing to contribute to the extra-curricular life of the school;
- Possess a sense of humour;
- Have the ability to inspire and enthuse staff and children about all aspects of school life;
- Be highly self-motivated, able to energise and motivate others;
- Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.

The professional competencies expected of the Assistant Headteacher are:

- Be an Outstanding Teacher (or have the potential to be) with evidence of impact on pupil outcomes with a proven track record of total commitment to helping every pupil achieve their very best and make progress;
- Have excellent understanding of what constitutes excellence in teaching and learning;
- Have a keen understanding of data and be able to analyse patterns in performance over time;
- Be a positive role model for pupils and staff on a day-to-day basis;
- Collaborate effectively with staff, parents/carers and students;
- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges;
- Excite and engage visitors about the School at Open Evenings and all other events;
- Have very high expectations of the learning of all our children at all times.

The qualifications and experience required of the Assistant Headteacher are:

- Have a qualified teacher status
- National SENDCO Award

JOB SPECIFICATION

General Responsibilities

The Assistant Headteacher under the direction of the Headteacher, will be responsible for the strategic development and day-to-day operation of the policy and provision with the aim of maximising pupil progress and attainment for the following pupil groups:

- Special Educational Needs and Disabilities - SEND
- Pupils with English as an Additional Language

The Assistant Headteacher will provide professional guidance to colleagues, working closely with staff, parents and other agencies.

In addition to the responsibilities of Class Teacher as set out in the appropriate job description and the schoolteachers' pay and conditions document the Assistant Headteacher will also undertake the following duties and responsibilities.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Put provision in place to ensure the progress of all listed pupil groups
- Have an excellent working knowledge of SEN Code of Practice and all SEND statutory requirements including pupils with an Educational Health and Care Plan (EHCP) as well as experience of working with multi-agencies making referrals when necessary (EP, SALT etc).
- Ensure that the school carries out its statutory requirements regarding all pupils with an EHCP.
- Have an excellent working knowledge of national strategy, requirements, and responsibilities in relation to SEND and English as an Additional Language pupil groups
- Support all staff in understanding the needs of all listed pupil groups on an individual and collective basis
- Monitor progress towards targets for pupils identified within the listed groups
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision.
- Co-ordinate and chair all Annual Reviews and reviews of EHCP and/or PSPs and EHAs where appropriate and attend / chair when necessary
- Attend Year 6 Annual Reviews for primary pupils with EHCPs to help facilitate continuity and progression through the development of transition programmes.
- Lead transition to help facilitate continuity of pupil provision and progress.
- Line management of staff as directed by the Headteacher
- Exercise a key role in assisting the Headteacher with the strategic development of SEND and EAL policies.

Teaching and Learning

- Support the identification of the most effective teaching approaches for individual pupils with additional needs.
- Work with staff to develop effective ways of bridging barriers to learning through assessment of needs.
- Monitoring of teaching quality and pupil progress and achievement, in line with quality first teaching
- Assisting with target setting – EHCPs, or Provision Maps, PSP, EHA etc
- Keep up-to-date accurate records and supporting teachers in their role in keeping accurate records.
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day coordination of pupil provisions through close liaison with staff, parents and external agencies.

- Work with colleagues to ensure all pupils' learning is of equal importance and that there are high and realistic expectations of pupils.

Leading and Managing

- Provide professional guidance to staff to secure good teaching for all listed pupil groups, through both written guidance and meetings.
- Lead on the performance management process for allocated staff.
- Advise on and contribute to the professional development of staff, including whole school INSET provision.
- Provide regular updates to the Headteacher.
- Work closely with Subject Leads to develop suitable alternative curriculum plans, as appropriate, for pupils with personalised needs.
- Liaise and work with partner schools, secondary schools, Examination Boards and other relevant external agencies in the pursuit of continued improvement.

Resourcing

- To identify needs and to resource, in consultation with colleagues, the School's pupil provision within the limits of given budget.
- To requisition, in consultation with the Headteacher, such items necessary to ensure effective learning and teaching of your subject.
- To be responsible for checking, storing and ensuring appropriate use of related resources.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	52 weeks
Hours per week	Full time
Normal working Pattern	1.0FTE

The post-holder will be auto enrolled to join the Teachers pension scheme.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.