

Job Title: Assistant Headteacher – Inclusion & SEND
Salary: Leadership Scale L13 – 17
Location: Yardley Wood, Birmingham
Start: Permanent full time from as soon as possible

Job Description:

Responsible to the Headteacher

Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Core Purpose

- To provide inspirational leadership on teaching and learning securing excellent and consistent practice across all subjects and key stages with a focus on SEND & Inclusion.
- To oversee, co-ordinate and deliver the teacher professional learning programme.
- Be responsible for whole school literacy.
- Develop students' resilience and independence in self-study.
- To maximise learning opportunities for all students through developing the Pupil Premium and SEND strategies ensuring minimal gaps between all key priority groups.

Responsibilities

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

Member of the Senior Leadership Team

- Ensure that the vision and Christian ethos of CCSA is clearly articulated, understood, promoted and acted up effectively.
- To be a member of the senior leadership team assisting the headteacher in the evaluation of all school processes and the preparation of short and longer-term improvement plans.
- To participate in faculty and themed reviews, leading when appropriate, to ensure the work of the school is kept under review.

- To assist the headteacher in establishing and articulating the aims and major policies of the school in collaboration with the staff and governing body.
- To assist the headteacher to maintain and enhance good relationships with staff and students, ensuring efficient channels of communication, which maintain a desirable ethos for the school.
- To ensure staff under your direction function effectively, by providing professional support, motivation and appraisal.
- To assist the headteacher in ensuring the maintenance of good order and discipline at all times during the school day when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere.
- To assist with the recruitment and selection of the teaching and non-teaching staff of the school.
- In the absence of the headteacher to undertake the professional duties of the headteacher.

Teaching and Learning

- Working with the Deputy Headteachers to develop the CCSA teaching and learning framework to secure excellence and consistency across all subjects and key stages, clearly articulating the expectations for all, with a focus on SEND & student support.
- Working with the Deputy Headteachers to develop effective Quality Assurance systems to secure consistency, inform professional learning and to evaluate and refine the curriculum.
- Working with Middle Leaders, monitor the engagement and progress of students using student voice, work scrutiny activities and data analysis.
- Lead Middle Leaders to ensure teachers' respond to students work and it informs planning, inspires presentation and impact progress
- Continue to create an innovate, enriching and highly effective professional and personal development programme for all teachers.
- To develop teachers' understanding and practice regarding the school's SEND strategy, ensuring that the needs of all students are being met within the classroom and through school pathways and interventions.
- Develop programmes to support students' independent study including homework and interventions and evaluating impact.
- To lead the whole school reading strategy being ambitious in the targets and outcomes.
- Coordinate & oversight of student support curriculum planning & delivery.

School Ethos:

- To play a full part in the life of the Church school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Safeguarding children and Safer Recruitment

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and BDMAT, in line with national requirements.
- Ensure that all academy policies and procedures are followed by all team members

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description as required by the Assistant Headteacher and Senior Team.

Person Specification:

Category	Essential	Desirable
1. Christian ethos	<ul style="list-style-type: none"> • To actively support and develop the school and Trust's Christian ethos 	<ul style="list-style-type: none"> • Experience of working in a secondary Church of England school • To be a practicing Christian
2. Qualifications	<ul style="list-style-type: none"> • QTS • SENDCO. Qualification 	<ul style="list-style-type: none"> • Qualifications relevant to this role • Working towards SENDCO. qualification or willing to gain.



<p>3. Experience</p>	<ul style="list-style-type: none"> • Be an excellent teacher with the ability to inspire all students in their learning. • Have a minimum of 3 years' experience as Middle Leader with a track record of implementing and managing change • Experience of managing others including holding others to account. • Experience of supporting in the delivery of specialist interventions and taking the lead where appropriate. • Demonstrate success in raising attainment and standards of teaching and learning • Possess strong leadership and 	<ul style="list-style-type: none"> • Detailed understanding of the principles with regard to Safeguarding of Children.
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	<p>management skills which ensure that all members of school community reach their full potential •</p> <ul style="list-style-type: none"> Has a track record of improving the teaching and learning of classroom practitioners <p>Has high aspirations and expectations for every student, giving cognisance to SEND, equal opportunities, diversity, ethos and student management.</p>	
<p>4. Professional learning</p>	<ul style="list-style-type: none"> Ability to identify own learning needs and to support others in identifying their learning needs 	<ul style="list-style-type: none"> Experience of working with other schools / organisations / agencies Knowledge of the Free School and Academy education context.



<p>5. Skills and personal attributes</p>	<ul style="list-style-type: none"> • Ability to manage own workload with limited supervision. • Excellent time management and organisation skills. • Ability to develop effective relationships with students, parents, and external agencies • Demonstrable knowledge of approaches to working with students with SEMH needs • Ability to assess the SEMH needs of students and develop strategic plans to facilitate 	
	<p>development and progress</p> <ul style="list-style-type: none"> • Ability to work as part of a team • Ability to help raise attainment of young people • Ability to deal with challenging situations • Ability to work using own initiative • Ability to keep detailed and accurate records • Flexible attitude/approach 	



<p>6. Other</p>	<ul style="list-style-type: none">• Knowledge of the regulations around safeguarding and how to address issues that might arise• Understanding of relevant equal opportunities, health and safety and safeguarding guidance and legislation and with commitment to keeping up to date with legislative changes affecting schools	
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