

Job Description – Assistant Head Teacher SENDCO

Job Title: Assistant Headteacher SENDCO	Pay Grade: L12 – L16
Section: SEND	52 Weeks per annum
Designation of Post within School Structure	
<p>Executive Headteacher / Head of School</p> <p>Deputy Headteacher</p> <p>Assistant Headteacher SENDCO</p>	
<p>This job description identifies the responsibilities attached to this post. This job description is subject to amendment from time to time with in the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder.</p>	
Main Duties and Responsibilities	
Post Purpose	
<p>The school requires its SENDCO to be a well-qualified, enthusiastic teacher, who is eager and committed to supporting students’ education. This role includes the line management of the teachers and Support Staff in the SEND Department, the strategic development of the subject area and the continued improvement of SEND student’s attainment from KS3 to KS5. This role also requires a post holder who is passionate about developing the schools CPD offer and the fostering of a school-based research culture. The SENDCO role is a whole school role covering Year 7 up to and including Sixth Form. The SENDCO will also manage the school inclusion provision and line manage the Inclusion Manager. The SENDCO will also be required to train as a Designated Safeguarding Lead.</p> <p>This role will also require the post holder to work across IAT schools supporting other SEND practitioners.</p>	
Role and Responsibilities	
The Post	
<ol style="list-style-type: none"> a) Carrying out the professional duties of a school teacher as set out in the current School Teachers’ Pay and Conditions document, including meeting all of the current Teaching Standards and duties under the reasonable direction of the Headteacher. b) To line manage the day to day work of the SEND Department and Inclusion Team, ensuring all of the team are up-to-date and informed about the current specific requirements of the school c) To ensure staff and students are clear about SEND responsibilities and their influence on SEND student’s targets, assessments and the schools overall commitment to improving all students’ attainment through better progress. d) To work with senior leaders responsible for Teaching and Learning and Curriculum to further develop the schools SEND CPD offer for all staff. e) The behaviour needs of SEND students are fully supported. 	

Job Description – Assistant Head Teacher SENDCO

- f) The SENDCO will be a member of the school's SLT to provide high level strategic management and operational direction in relation to SEND education. The SENDCO will therefore attend all SLT Meetings and contribute to the agenda.
 - g) To act as a coach and appraiser to members of the department, to enable all teachers to teach quality first lessons.
- 1.2** Reporting to the Headteacher
- 1.3** Responsible for: the development of a successful SEND Department provision that enables the students of Princes Risborough to exceed their potential.
- 1.4** Liaising with: Headteacher, SLT, PSHCE Coordinator, other HODs and all other relevant staff.

2. Teaching

- 2.1** To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. The level of contact time will be reviewed each year in accordance with staffing levels and priorities.
- 2.2** Identify and adopt the most effective teaching approaches for students with SEND and share approach with colleagues.
- 2.3** Monitor teaching and learning activities to meet the needs of students with SEND.
- 2.4** Identify and teach study skills that will develop students' ability to work independently.
- 2.5** Liaise with other agencies schools/local schools and those in the UK to ensure continuity of support and learning when transferring students with SEND.

3. Operational/Strategic Planning

- 3.1** To manage the performance of all members of the SEND department.
- 3.2** To support the development of a robust SEND curriculum model that enables students at Princes Risborough to be both challenged and successful.
- 3.3** To coordinate the introduction of programmes of study at all key stages that has the expectation of the schools Good Progress Measure at its heart.
- 3.4** To coordinate the observation programme, coaching programme and annual reviews for all those in the SEND department
- 3.5** To monitor the quality of support and guidance for those in the SEND department to ensure everyone is fully informed of the most appropriate pedagogy and the schools priorities.
- 3.6** To ensure that all National and Local procedures are followed in relation to the preparation of students for examinations (including internal exams) including leading on the process of Access Arrangements for students.
- 3.7** To coordinate a programme of support for those students who are not yet making adequate progress.
- 3.8** To maintain and develop partnership agreements with external agencies who can benefit the provision of SEND department teaching at Princes Risborough. As well as the local SEN team this might include, local Teaching Schools Hub and partner schools. To update the staff handbook section for new staff and to contribute to new staff/NQT induction processes.

Job Description – Assistant Head Teacher SENDCO

- 3.9** To insure all school policies are implemented fully and to hold to account those who may not follow the procedures of the school.
- 3.10** To coordinate the schemes of learning in SEND Department.
- 3.11** To evaluate the impact of the department's performance and the performance of its practitioners.
- 3.12** To complete a Development Plan this is to be reviewed throughout the year.
- 3.13** To remain up to date on national and local developments in teaching, SEND and be fully involved in the planning for future developments.
- 3.14** To ensure the schools SEND provision is Ofsted ready in relation to the necessary documentation and evidence required, specifically for Section 5, 8, and themed inspections.

4. Staffing

- 4.1** To work with the appropriate Headteacher to ensure that staff training needs are identified in a timely manner and appropriate training opportunities are available.
- 4.2** To continue own professional and personal development.
- 4.3** To participate in the interview process for teaching posts when required, to ensure effective induction of new staff, including newly qualified teachers, into the department.
- 4.4** To ensure all departmental staff understand the importance of safeguarding and how to make a referral. This includes all areas of safeguarding including the prevent agenda and FGM.

5. Leadership and Management.

- 5.1** Ensure the school IEP register is up to date and all stake holders are fully informed about support programmes in place/planned.
- 5.2** Ensure IEPs are monitored regularly, are live documents and their impact is assessed and progress can be evidenced.
- 5.3** Encourage all members of staff to recognise and fulfil their statutory responsibilities to students with SEND and understand the importance of QFT taking ownership of additional provision and the progress children (with SEND) make in their class/teaching group.
- 5.4** Take the lead in constructing the schools provision map ensuring intervention programmes target the right students and staff expertise is deployed appropriately.
- 5.5** Provide training opportunities for learning support assistants, teachers and other stake holders to learn about SEN and work with other colleagues to deliver training on specific intervention programmes.
- 5.6** Disseminate good practice in SEND across the school.
- 5.7** Identify resources needed to meet the needs of students with SEN and advise the Headteacher of priorities for expenditure.
- 5.8** Contribute to Senior Leadership Meetings on the effectiveness of SEND provision in the school and be prepared to share this information with other stake holders.
- 5.9** Take the lead in liaising, co-ordinating and managing all external support offered to school locally and from the agency.

Job Description – Assistant Head Teacher SENDCO

6. Recording and assessment.

- 6.1** Work with colleagues to set challenging targets for raising achievement among students with SEND.
- 6.2** Ensure robust tracking systems are in place to collect and interpret specific student level assessment data allowing the school to identify value-added by its quality first teaching programme and intervention strategies.
- 6.3** Set up systems for screening students at “point of entry” identifying, assessing and reviewing provision for SEND children once identified.
- 6.4** Update the Headteacher on the effectiveness of provision for students with SEND.
- 6.5** Develop understanding of learning needs and the importance of raising achievement among students.
- 6.6** Attend IEP review meetings, parent evening consultations keeping parents informed about their child’s progress.

7. Standards and quality assurance

- 7.1** This content is no longer current and was archived on 14 June 2016. For the statutory guidance on the special educational needs and disability (SEND) system please visit: <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>.
- 7.2** Support the aims and ethos of the school.
- 7.3** Set a good example in terms of dress, punctuality and attendance.
- 7.4** Attend and participate in open evenings and student performances.
- 7.5** Uphold the school’s behaviour code and uniform regulations.
- 7.6** Participate and deliver staff training.
- 7.7** Attend team and staff meetings.
- 7.8** Develop links and agency staff and neighbouring schools.

8. Notes

- 8.1** The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions for employment.
- 8.2** This job description is not a comprehensive definition of the post. This job description should be reviewed each year as part of the appraisal process.

Person Specification

Person Specification	Essential	Desirable	Evidence
Degree in appropriate subject area	*		Application
QTS	*		Application

Job Description – Assistant Head Teacher SENDCO

Evidence of completion of the National SENCO Qualification or a willingness to complete the qualification within the two years after appointment.	*		Interview
Excellent subject knowledge	*		Observed lesson
Evidence of continuing professional development	*		Application
Understanding of self-evaluation and monitoring	*		Application letter Interview
Use of ICT in teaching	*		Interview
Up-to-date with current developments in SEND legislation and approaches.	*		Application letter Interview
Experience of organising extra-curricular activities including successful interventions	*		Reference Application Interview
Knowledge of school Self Evaluation processes	*		Application Interview
Excellent Interpersonal skills with a range of stakeholders and external agencies	*		Application Interview