



## Northwood Community Primary School – Assistant Headteacher for Inclusion Job Description

### Duties and Responsibilities

#### Leadership & Management Qualities and knowledge:

Under the direction of the Headteacher and Deputy Headteacher:

#### Inclusion

- To support the development and implementation of SEND Policy and Practice across the school, in collaboration with the Senior Leadership Team and according to the requirements of the Code of Practice.
- Support the vision, ethos and policies of the school which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all pupils irrespective of background, ethnicity, gender or disability.
- To support Core SLT in overseeing the development of alternative and additional learning opportunities for a range of student groups including those experiencing difficulties in accessing mainstream learning and teaching, those with an EHCP, students on the SEND register and other vulnerable groups and those with records of poor behaviour and attendance.
- Follow the LA Behaviour Strategy and working in conjunction with the Core SLT seek support for children at the correct level.
- To support the Core SLT in ensuring all year groups in Mainstream develop and maintain a high standard of learning support with quality first teaching and the graduated approach cycle.
- To develop strong working relationships with outside agencies, as coordinated by the Core SLT.
- To support the Core SLT in liaising with parents and carers concerning pupil progress and concerns, put the correct package of support in place and support class teachers to generate PPPs, involving parents throughout the process.
- To make recommendations to parents concerning the use of external agencies for identifying SEND.
- To monitor progress of pupil premium pupils and pupils with SEND and evaluate the effectiveness of teaching to guide future improvements.
- To maintain the SEND Register.
- To maintain, update and oversee records of SEND support, progress and attainment.
- Organise and attend Annual Reviews (where applicable)
- To collect, interpret and make use of assessment data for pupils with SEND
- To monitor teaching and learning activities to meet the needs of students with SEND.
- To ensure all staff are kept informed of student needs and support programmes and deliver regular training (CPD, SEND Spotlights ect)
- To develop innovative programmes of support which foster best practice and engage students thus accelerating their learning.
- To pursue personal and professional development opportunities to meet the changing demands of the job.
- To assist Core SLT in preparing, implementing and updating the School Impact Plan in relation to all aspects of Inclusion.



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- To regularly disseminate good practice in SEND across the school.

### Other Roles and Responsibilities

- To contribute to the monitoring of standards of teaching & learning.
- To contribute to the effective day to day operation of the school.
- To communicate with governors, the Headteacher, Deputy Headteachers, SLT, colleagues, parents and outside agencies as appropriate.
- As the role will involve teaching, you will plan, prepare and teach lessons and assess and report on development and progress.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Build positive relationships with all members of the school community, showing positive attitudes to them.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Seek training and continuing professional development to meet own needs.
- Lead Assemblies as directed.
- Support HLTA's and the appraisal of TA's
- Manage performance and appraisal of agreed staff.

### Pupils and Staff

Under the direction of the Headteacher and Deputy Headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Ensure excellent teaching in the school, including through training and development for staff.
- Help embed our coaching culture.
- Hold all staff to account for their professional conduct and practice..

### Systems and Processes

Under the direction of the Headteacher and Deputy Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour in accordance with our 6Rs.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work with the governing board as appropriate.
- Support distribution of leadership throughout the school.

### The self-improving school system

Under the direction of the Headteacher and Deputy Headteacher:



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- Help to create an outward-facing school which works with other schools and partnerships to secure excellent outcomes for all pupils.
- Develop effective relationships with fellow professionals, including multi-agencies.
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

***The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.***

**This job description should be read in conjunction with the conditions of Employment for School Teachers DfE 2016.**

Northwood Community Primary School is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and then ensure that the highest priority is given to following the guidance and regulations to safeguard them.