



# Job Description

## Assistant Headteacher for Inclusion

Post: Assistant Head Teacher

Scale: L5-9

Responsible to: Headteacher

### Duties and responsibilities

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

#### Shaping the future

- Promote the agreed vision of Greenleaf Primary School.
- Support the Headteacher and governors in the strategic direction of the school, with a particular focus on Inclusion.
- Play a leading role in the school improvement planning process, through agreed priorities
- Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development
- Lead by example especially when implementing change and improvements in standards
- Promote a culture of inclusion within the school community where all views are valued and taken account of.

#### Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community, with a particular focus on meeting the needs of children with additional needs.
- Work with the Headteacher to raise standards through staff performance management, as outlined in the school's staffing structure.
- Help with the provision of training and support for staff in all areas of inclusion.
- Be responsible with the Headteacher, for the process involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, data analysis and target setting.
- Be responsible with the Headteacher for ensuring that all children with specific needs are appropriately supported to access the curriculum.

#### Developing self and working with others

- Promote and protect the health and safety welfare of pupils and staff.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Be the Deputy Designated Safeguarding Leader.
- Be the Designated Teacher for Looked After Children (LAC) and Previously Looked After Children (PLAC)

- Support the development of collaborative approaches to learning within the school and beyond.
- Participate as required in the selection and appointment of teaching and non-teaching staff, particularly when linked to Inclusion.
- In conjunction with the Headteacher, manage the timetables and allocation of support across the school in respect of Inclusion.
- To manage the school's inclusion team including any external provision.
- Be an effective member of the senior leadership team.
- Contribute to the day-to-day effective organisation and running of the school.

#### Accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to inclusion.
- Contribute to the reporting of the school's performance to the school's community and partners.

#### Strengthening community

- Assist the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.
- To promote equal opportunities in the school and to strongly believe that every child can succeed.
- To maintain contact with all specialist support services.
- To manage and develop the access of extended services for all children.
- To attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties.
- Promote relationships and work with colleagues in other schools and external agencies.

#### Specific tasks

Have responsibility for the school's SEN and Inclusion policy; its development, maintenance and evaluation. This includes the following:

- Ensure that the school's policy is consistently applied throughout the school
- Interpret and analyse data and provide summary reports to the Headteacher, senior leadership team, staff and governors
- Manage a system of recording the progress of pupils on the SEN register and EAL pupils, including the use of national data (progression matrices) and other systems of tracking progress as appropriate for children with significant needs.
- Oversee the formal assessment process, which may result in an EHC Plan being drawn up and manage the annual reviews
- Maintain the Register of Need at Greenleaf Primary School.
- Work with core subject leaders and class teachers setting appropriate targets for the children within inclusion
- Manage any special arrangements for pupils during the end of Key Stage tests
- Assist teachers in the identification of children within inclusion, advising them on appropriate strategies
- Identify groups of pupils and individuals who are at risk of underachieving and devise strategies for raising their achievement, in partnership with others.
- To monitor the progress of children within inclusion and to observe and assess their progress
- Organise induction for pupils within inclusion new to the school
- Present an annual report to Governors on Inclusion.

- Monitor and assist with the referral of children to the various support services and outside agencies and to liaise with them.
- Set high expectations of conduct, whilst acting as a good role model for others.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- To undertake any additional duties as may reasonably be required by the Head Teacher.