

West Riding Barnsley

Job Description

Post title: Assistant Headteacher and SENCo

FTE: Full time.

Line manager/s: Headteacher

Main purpose of the job:

To support the Head Teacher in all aspects of the Academy's development, including the role of Special Educational Needs Co-Ordinator (SENCo).

Key Responsibilities

Leadership & Management

Working with Headteacher you will be instrumental in leading the Academy forward and supporting the Head.

- develop and oversee the implementation of the school's SEND strategy and policy
- carry out assessments of pupils with SEN to identify needs and monitor progress – including observations in the classroom and meeting with teachers and parents
- work with teachers, the Headteacher, parents and relevant external agencies to develop, implement and monitor individual support/learning plans.
- provide advice, guidance and training to classroom teachers and support staff on supporting pupils with a range of SEND.
- support teachers to develop schemes of work and learning programmes for pupils with SEND
- support teachers to develop and implement effective teaching and positive behaviour management approaches in and out of the classroom.
- manage SEND teachers, teaching assistants and support staff to improve pupil progress and attainment
- keep up to date with national and local policies related to SEND and cascade information to colleagues.
- develop and maintain systems for keeping pupil records, ensuring information is accurate and up to date
- analyse school, local and national data and develop appropriate strategies and interventions
- provide regular updates on pupil progress through written reports and meetings with parents
- make referrals and liaise with professionals outside of the school – this could include psychologists, health and social care providers, speech and language therapists and occupational therapists.
- lead the annual review process including carrying out the annual reviews
- implement, monitor and review the Academy development Plan and other Action Plans.
- ensure effective monitoring and evaluation of teaching, learning and Academy performance.
- develop alongside the Headteacher the design and delivery of a curriculum appropriate to the students, the resources, the ethos and vision of the Academy.
- ensure in conjunction with the Governing Body that Academy Policies are developed, implemented and regularly reviewed.
- ensure that appropriate and improving arrangements are in place to provide a safe and pleasant learning environment.

Staffing

- recruit, train and manage staff
- ensure appropriate professional development and support for all staff
- provide a cycle of regular meetings with different groups of staff appropriate to the effective management of the Academy

- maintain own continuous professional development

Students

- ensure full and appropriate pastoral support for all students.
- manage and play a key role in developing and maintaining the best possible opportunities for every child's personal development.
- extend links with mainstream Academy's to enhance the provision and opportunities for students.
- support and encourage students and staff in a wide range of extra curricular activities and study support promoting equal opportunities in all aspects of Academy life.

Governors / Trust

- advise and inform Governors / Trust on all relevant matters.
- attend and provide written reports for meetings of the Governing Body and Trust.

Community

- make presentations about Academy matters to a variety of audiences as required.
- develop and maintain relationships with other Academy's, agencies and community groups.
- develop and maintain relationships with local external curriculum providers with whom the Academy works closely.
- arrange for the effective promotion of the Academy.
- With the Headteacher be pro-active in creating and developing the culture of the Academy.

General

To undertake all other such duties to ensure the smooth and effective operation of the Academy. All the duties in the job description may be varied to meet the changing demands of the Academy at the reasonable discretion of the Headteacher and Chair of Governors.