

Assistant Headteacher (Head of Inclusion)

L5 (£59,137) to L9 (£65,278) (Full-time)

As a member of the School Leadership Team, you will carry whole school responsibilities, primarily the leadership and management of our Inclusion Agenda and assuming the role of SENDCo.

Main responsibilities include:

- Strategic leadership of all areas of inclusion
- Being the named SENCo for St Paul & St Timothy's Catholic Infant School
- Being the named Designated Safeguarding Lead
- Leadership of provision for students with SEN or a disability across the school.
- Promote an ethos and culture that supports the school's SEND policy
- Take the lead on staff development supporting them to provide a fully inclusive curriculum

Duties and responsibilities

Support for pupils with SEN or a disability

- Identify the Special Educational Needs of pupils
- Co-ordinate provision that meets the needs of pupils, and monitor its effectiveness
- Monitor the academic progress of SEND students, ensuring that they have appropriate provision and are supported to achieve their potential
- Oversee the management of SEN referrals for students including EHCNA requests. Funding applications and monitoring of funding.
- Ensure all record-keeping is accurate and up to date
- Review education, health and care (EHCP) plans with the local authority, parents/carers and pupils
- Ensure high-quality provision for our students is delivered
- Communicate regularly with parents/carers
- Ensure that SEND and other vulnerable students are fully included in the school community and are able to access the curriculum, facilities and extracurricular activities.

Operation of the SEN policy and coordination of provision

- Be responsible for day-to-day operation of the SEND Strategy and SEND policy. Co-ordination of specific provision to support individual pupils with SEN or a disability
- Be responsible for the accuracy of our SEN register (Inclusion Register) and provision map

- Provide guidance to colleagues on teaching pupils with SEN or a disability, providing advice on the graduated approach to SEN support.
 - Be aware of the provision in the local offer
- Work with other schools, SEND Partnership groups, educational psychologists, health and social care professionals and external agencies
- Analyse assessment data for pupils with SEN or a disability

Strategic development of SEN policy and provision

- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Provide professional guidance to colleagues, working closely with staff, parents and carers, and other agencies
- Deliver whole school training related to SEND provision and inclusive practice
- Prepare and review information the governing board is required to publish, including the Inclusion Strategy

Designated Safeguarding Lead

Duties and Responsibilities

- Act at the main point of contact for staff, parents or volunteers reporting safeguarding concerns.
- Coordinate and refer cases of suspected abuse.
- Work with outside agencies such as social worker, Early Help to support vulnerable children and families.
- Maintain secure, confidential records of all safeguarding concerns.
- As the named DSL, work closely with the safeguarding team to ensure vulnerable pupils are supported.
- Ensure all Safeguarding policies and on-line safety policies are up to date.
- Co-ordinate Safeguarding training for school staff.

As a member of the St Paul & St Timothy's Catholic Infant School Senior Leadership Team, we would expect you to:

- Contribute to the strategic thinking required to meet our vision
- Promote the school ethos
- Act as a role model for all members of the school community
- Demonstrate a high profile around the school and help maintain a calm and purposeful learning environment at all times.
- Communicate with governors, parents and outside agencies on whole school issues, as appropriate to the specific post held
- Participate in the Performance Management programme as a Team Leader
- Share collective responsibility for whole school decisions
- Support the Headteacher and other members of the senior team
- Teach across the school as required