



# Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr P Woods

## **JOB DESCRIPTION: ASSISTANT HEADTEACHER - SENDCO**

**Job Title:** Assistant Headteacher - SENDCO

**Contract type:** Permanent

**Salary:** L16 – L19, Inner London Leadership Scale

**Responsible to:** Senior Assistant Headteacher (DSL)

**Responsible for:** SEND Department and Whole School SEND Provision

### **Strategic responsibility areas:**

- Whole school lead on achievement of low attaining pupils on entry from KS2
- Developing SEND provision, including alternatives to mainstream provision
- Teaching and learning relating to SEND
- Overseeing school's inclusion panel
- Leading and managing staff
- Deploying staff and resources effectively
- Maintain high expectations regarding attainment and behaviour
- A member of the school's senior leadership team
- Monitor and evaluate performances against school, local and national performance indicators

### **Responsibility for the professional development of colleagues:**

- Leading on national and local policies related to SEND
- Reviewing and monitoring school systems and resources
- Providing a SEND perspective across the whole school framework
- Initiating and developing approaches in the classroom
- To identify training and development needs of SEN staff and support development within the financial parameters imposed by the budget
- Liaising with external agencies/professionals to plan staff training needs

### **Responsibility for the following duties:**

- Overseeing the day-to-day operation of SEND policy and school provision maps
- Managing the team of Deputy SENCOs, SEND teachers, HLTAs and learning support assistants. To include the line management and appraisal of the department
- Following the individual progress of each pupil with SEND, using and providing data where appropriate
- Coordinating provision for pupils with special educational needs
- Coordinating IEPs and annual reviews
- Managing the records on all pupils with special educational needs
- Liaising with parents of pupils with special educational needs
- Completing EHCPs and funding applications
- Overseeing the support and intervention SEND and low attaining pupils
- Overseeing Access Arrangements for examinations
- Implementing safeguarding policy and good practice
- Coordinating home school links
- Monitoring attendance data and medical matters relating to SEND pupils
- Liaising with other schools for the transfer of SEND students
- Coordinating intervention programmes



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## Teaching and Learning:

We aim to be a +1 school for all our students. Therefore the role will involve:

- Developing, monitoring and evaluation of T&L within SEND.
- Advising curriculum leaders on the most effective teaching methods for students of SEND and lead training for SEND staff and subject leaders on SEND strategies.
- Liaising with colleagues to deliver units of work in a collaborative way
- Leading interventions where appropriate
- Using data to monitor the progress of all SEND students and to plan effective interventions to support these students to achieve their potential

## Assessing and Reporting responsibilities:

- Coordinating assessments for extra time and examination dispensations
- Maintaining lesson evaluations and learning walks
- Providing assessment reports to monitor student progress
- Liaising with parents and other support partners
- Conducting annual reviews and liaise with the LA SEND team

## Leadership and Management responsibilities:

- Supporting the Senior Leadership Team
- Understanding issues relating to the organisation, ordering and funding of resources
- Supporting policies on behaviour management, including implementing behaviour plans
- Conducting an annual departmental review
- Participate in the recruitment of SEN personnel and ensure effective induction of new SEN staff in line with school procedures
- Managing the budgets for the SEND curriculum area
- To support the school ethos, playing a full part in the life of the school, and to be a positive role model
- Implementing health and safety policy
- Performance managing teaching assistants and/or the Assistant SENCO(s)
- Participating in school events such as Open Evenings
- Attending meetings as required
- Developing links with governors, the community and other partners
- Coordinating EHCP referrals and consultations to school, where relevant completing objections

## Communication with:

- All relevant parties including students, parents, staff and other external agencies

## Reporting responsibilities:

- providing required reports for the Governing Body meetings and additional reports as requested by the Headteacher or the Governors
- Providing reports as requested by Social Services for case conferences and child protection issues

## Other Duties and Responsibilities:

- Carrying out other duties that the Headteacher may reasonably request



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## Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health and safety security, confidentiality and data protection, reporting all concerns to the appropriate person.

## Equal opportunities statement

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

## Child protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

## Commensurate statement

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher/Manager.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

Signed

\_\_\_\_\_  
Postholder (PRINT NAME & SIGN)

Date

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Signed

\_\_\_\_\_  
Headteacher

Date

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