



Millthorpe School

Assistant Headteacher – Inclusion: SEND and Disadvantaged

JOB DESCRIPTION

REPORTS TO: Headteacher

Salary: L13 - 17

Specific responsibilities

To be the strategic lead ensuring that the school provides an excellent and equitable school experience for all SEND and Disadvantaged students.

General

- Have overall responsibility for determining the strategic development of SEND and Disadvantaged policy and provision in the school as strategic SENDCO
- Have overall responsibility for the coordination of SEND provision to support individual pupils, whilst working with SEND Managers to manage the day to day arrangements
- Maintain a well-rounded and current knowledge of SEND provision to ensure duties can be effectively performed
- Ensure the specific requirements of pupils with SEND are understood and support or CPD plans are identified and implemented effectively
- Have a sound knowledge of the SEND Code of Practice and ensure the school's SEND provision meets all statutory requirements
- Manage multi-agency working to ensure best informed outcomes for students. This includes holding meetings for Annual Reviews or My Support Plans
- Ensure effective transition into KS3 and beyond KS4 for all SEND students
- Have overall responsibility for the development and coordination of Pupil Premium strategies.
- Support the Pupil Premium Champions and Attendance Officer to determine provision
- Effectively use and maintain school systems to ensure information sharing
- Use school local and national data to compare and evaluate SEND/Disadvantaged pupils progress
- Advocate the benefits of making sure wider strategies are considerate and supportive to the needs of SEND/Disadvantaged students

Leadership & Management

- Provide professional guidance to staff to secure good quality teaching for pupils with SEND
- Lead the coordination of the school's provision map and other record keeping systems
- Ensure that Teaching Assistants are deployed effectively to cater for the needs of pupils with SEND



- Support SEND Managers to create a Departmental Improvement Plan which looks to improve the school offer for students with SEND and is informed by the School Improvement Plan priorities
- Ensure that EHC plans are live, regularly monitored and their impact assessed, making appropriate adjustments to any EHC plans that are not aiding pupils sufficiently
- Ensure staff recognise and fulfil their responsibilities to support pupils with SEND and those disadvantaged and provide support to staff where required to ensure that they fully understand their responsibilities
- Contribute towards the performance management process of any SEND Managers, Pupil Premium Champions, SEND support staff and TAs
- Contribute to the professional development of staff, offer advice to and seek CPD opportunities for staff in relation to SEND/Disadvantaged
- Ensure that the budget and resources are effectively maintained and deployed in line with the schools objectives and SEND/Disadvantaged policy
- Develop (with the School Business Manager) a budget plan that maximises income opportunities and delivers outcomes with the highest impact in line with SEND/Disadvantaged policy
- Work with the Senior Leadership Team to ensure the needs of the SEND minority and disadvantaged pupils are reflected in all policy and practice
- Contribute to an effective School Improvement Plan which makes appropriate consideration of SEND and Disadvantaged pupils
- Ensure that intervention programmes target the right pupils and that staff expertise is appropriately deployed in relation to this
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- At all times, give consideration to the impact of new policies and procedures on SEND/Disadvantaged students

Teaching & Learning

- Understand the most effective and high-quality teaching approaches for pupils with SEND and ensure that they are implemented for individual pupils
- Liaise with the Headteacher to ensure an appropriate, broad, high-quality and cost-effective curriculum is delivered to pupils with SEND
- Devise and coordinate appropriate interventions for SEND/cohorts of disadvantaged students
- Work with Teaching & Learning lead to develop adaptive teaching approaches that are effective for all students, irrespective of ability, starting point and other potential barriers

Communication

- Liaise, collaborate and engage with parents of pupils with SEND to develop an EHC plan
- Work with the Headteacher and the Governing Board to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements



- Ensure staff are aware of developments with regards to SEND provision and policy in their identified areas of responsibility
- Ensure that external alternative provision is evaluated, coordinated and managed effectively
- Ensure examination access arrangements are identified and are communicated to the Examinations Officer
- Communicate and liaise with the Applefields Satellite Team to identify ways we can support students in Millthorpe and Applefields.
- Be the key contact with external agencies and ensure these links are actively promoted

Recording and Assessment

- Ensure an accurate record of all pupils with SEND/Disadvantaged is kept and that this information remains up-to-date
- Use screening systems at the point of entry to identify, assess and review provision for pupils with SEND
- Set challenging targets for raising achievement amongst pupils with SEND/Disadvantage
- Use tracking systems to understand pupil assessment data and use this data to inform practice