

## Assistant Head of School [SENCo] Job Description

**Responsible to:** Head of School

**Job purpose:**

- To ensure outstanding student outcomes for all pupils with SEND and additional needs [including EAL] through exemplary teaching, learning and assessment
- To develop and lead all aspects of inclusion to ensure that barriers to learning are reduced for all pupils.

**Duties**

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 CEO/Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

**Leadership & Management**

- Ensure that the GLC SEND, Inclusion and Teaching, Learning and Assessment policies are fully and consistently embedded so that the quality of provision for all SEND, vulnerable and targeted pupils is judged overall to be at least good;
- Initiate programmes of CPD to achieve a cycle of continuous improvement;
- Carefully monitor the quality of teaching to identify best practice and where further improvements are required;
- Ensure all schemes of work and lesson planning are in-line with the requirements and expectations of the current GLC SEND, Inclusion and Equal Opportunities policies;
- Lead initiatives to develop a culture in all areas of the curriculum where all SEND, pupils take regular responsibility to lead learning;
- Liaise as necessary with GLC colleagues and colleagues from other secondary schools [as necessary] to ensure a seamless transition for SEND, vulnerable and other targeted pupils
- To lead initiatives to develop cutting-edge use of new technologies and ways of learning to engage all pupils with SEND [but particularly the 'hard to reach'] to support outstanding progress for all;
- Model and promote the benefits to all staff of cross GLC co-operation;
- Provide support and guidance to the Head of School and deputise when necessary;
- Attend local governing body meetings and GLC board meetings as necessary;
- Help ensure that the Academy and the wider GLC function to the highest potential;
- Have a shared vision of where the Academy and wider GLC should be and to strive to achieve this within a set time and resource framework;
- Maintain an understanding of current local, national and international initiatives and issues related to SEND and Inclusion;
- To ensure that assessment and reporting procedures continue to be developed in order to provide pupils and their parents with the best possible information, advice and guidance;
- Support and uphold all the GLC's agreed policies;
- Manage the budgets allocated to the above areas of responsibility.

**Key responsibilities of the SENCO are to:**

- Lead and manage the SEND [including EAL] and Inclusion provision across Lansdowne Primary Academy;
- Work with GLC partner schools to improve the SEND and Inclusion provision;
- Act as an advocate for all pupils with SEND ensuring that teaching and curriculum provision meets their specific needs;
- Ensure that the progress of all pupils with a EHCP are monitored and tracked so that they make at least expected progress;
- Ensure that all pupils with SEND have, and achieve a challenging reading target [tailored to their needs];
- Attend the GLC Inclusion Task Group and SENCO group;
- Attend the Inclusion Panel as required;
- Take part in reviews across the GLC as appropriate;
- Ensure that all statutory regulations relating to SEND provision are met;
- Maintain an up to date knowledge of national initiatives and developments and to brief colleagues and governors as appropriate;
- Convene and attend meetings with parents and outside agencies as necessary;
- Engage effectively with parents to encourage them to attend meetings and support their children;
- Ensure that all relevant information is communicated as appropriate;
- Establish effective staffing structures and to deploy all resources effectively;
- Ensure that all SEND staff are trained to meet the challenges they face and that the performance of all staff is evaluated in line with the GLC Performance Management policy;
- Facilitate training and professional development as necessary and to monitor and evaluate outcomes;
- Liaise, as appropriate, with outside agencies.

### Teaching & Learning

- Act as a role model for colleagues by demonstrating outstanding classroom practice, teaching pedagogy and craft;
- Carry out teaching duties in accordance with the Academy's schemes of work to include:
- Set work for pupils absent from school.

### Assessing and reporting

- Act as a role model, demonstrating good practice in all areas of assessment to include:
- The maintenance of detailed records of student's progress and attainment;
- The consistent application of the GLC Assessment, Marking and Feedback Policy.
- The provision of reports to parents in-line with the Academy's reporting schedule;
- Liaising with parents and attending consultation evenings;
- Working within the Code of Practice relating to SEND needs.

### Other duties and responsibilities

- The CEO/Head of School may from time to time ask the post-holder to perform other duties commensurate with the post.