

# THE LION WORKS SCHOOL

INDEPENDENT SPECIAL SCHOOL AND SIXTH FORM

POOLE, DORSET

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A PROUD PART OF THE CLASSROOM GROUP



<b>Post Title:</b>	<b>Assistant Headteacher – SEND &amp; Inclusion</b>	<b>Department:</b>	<b>N/A</b>
<b>Hours per week:</b>	<b>Full time</b>	<b>Weeks per year:</b>	<b>Term time</b>
<b>Contract Type:</b>	<b>Permanent</b>		
<b>Salary:</b>	<b>L6 to L10</b>		
<b>Reports to:</b>	<b>Headteacher</b>		

## Job Description

<b>1.</b>	<b>School Overview</b>
	<p>The Lion Works School is a specialist setting that meets the needs of secondary age students who are all individuals, have a range of interests, have talents and also happen to have a diagnosis of Autism Spectrum Condition or a need which presents similarly.</p> <p>We are looking to appoint a qualified SENDCo (or someone with robust experience who is willing to undertake the new NPQ SEND accreditation). The post will support the work of the Deputy Headteacher and Headteacher.</p> <p>This is an exciting opportunity to join a growing and developing school and to become an integral part of the Senior Leadership Team supporting the work of the dedicated, motivated and inspiring teachers and support staff, whilst striving for success for all.</p>
<b>2.</b>	<b>Purpose of the Role</b>
	<p>As Assistant Headteacher for SEND &amp; Inclusion (AH), you'll be an experienced teacher with a passion for supporting pupils with special educational needs. Working closely with the headteacher and other senior colleagues, you'll use your leadership skills to manage provision in the school and to provide support to other teachers.</p> <p>Your responsibilities will include designing and delivering interventions with pupils in the classroom and implementing the school strategy. You will also have 0.4 classroom teaching duties.</p> <p>Suitable candidates will already have managerial responsibilities with a proven track record in leading and developing inclusion practices. This experience may have come from an SLT role or a departmental role. This may be a first SLT role for the right candidate but they would need to demonstrate a strong and effective approach in previous roles.</p>

	<p>The Assistant Headteacher will have responsibility for Inclusion and SEND. The successful candidate should have effective knowledge and experience of this role or be willing to undertake the required training and be able to demonstrate an interest and passion for this aspect of schools and teaching practices.</p>
<b>3.</b>	<p><b>Key Accountabilities &amp; Duties</b></p>
	<p>As SLT, you will:</p> <ul style="list-style-type: none"> <li>• Be a crucial part of the leadership of the school. This will involve day to day management and site responsibility when the Headteacher or Deputy Headteacher is not in attendance</li> <li>• Maintain an effective school wide system of SEND and Inclusion</li> <li>• Maintain a small teaching commitment (0.4)</li> <li>• Support teachers to identify the needs of learners and enable support plans to achieve effective engagement</li> <li>• Support colleagues to deliver a high-quality learning experience using a variety of teaching and learning methods</li> </ul> <p>As SENDCo, you will:</p> <ul style="list-style-type: none"> <li>• Support teachers to identify the needs of learners and enable support plans to achieve effective engagement</li> <li>• Support colleagues to deliver a high-quality learning experience using a variety of teaching and learning methods</li> <li>• Plan and implement a clear Annual Review process and lead Annual Review meetings</li> <li>• Develop and oversee the implementation of the school's SEND strategy and policy</li> <li>• Carry out assessments of pupils with SEND to identify needs and monitor progress - including observations in the classroom and meeting with teachers and parents</li> <li>• Work with classroom teachers, teaching assistants, parents and relevant external agencies to develop, implement and monitor individual support/learning plans</li> <li>• Provide regular updates on pupil progress through written reports and meetings with parents</li> <li>• 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</li> <li>• Provide advice, guidance and training to classroom teachers on supporting pupils with SEND</li> <li>• Support teachers to develop schemes of work and learning programmes for pupils with SEND</li> <li>• Support teachers to develop and implement effective teaching and behaviour management approaches in the classroom</li> <li>• Manage and advise on the school budget and resources for SEND provision</li> </ul>

- 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
- Manage SEN teachers, teaching assistants and support staff to improve pupil progress and attainment
- Keep up to date with national and local policies related to SEN and cascade information to colleagues.

As a member of staff, you will:

- Ensure that teaching is based on current best available practice and is consistent with a high standard of practice
- Create an outstanding student experience through the effective management of a team of teachers and support staff
- Manage student issues within agreed protocols
- Undertake such other reasonable duties as the Headteacher may require from time to time and review this Job Description annually with the Headteacher
- Participate in the School's appraisal process and to undertake any training that may be appropriate
- Take appropriate responsibility to ensure the health and safety of self and others
- Pursue the achievement and integration of equal opportunities throughout all The Lion Works School's activities

**Duties falling within the scope of designated contact hours:**

- Supervision of teachers and support staff
- Attending a range of professional's meetings
- Attending meetings
- Communicating with parents and professional stakeholders
- Scheduled teaching
- Leading on SEND and Inclusion practices
- Educational guidance
- Supporting learning on and off site

**Other Duties:**

- Leading staff training and development processes
- Preparation of reports on student progress for parents/carers as appropriate
- Participation in curriculum development activities
- Attendance at consultation evenings, open evenings, and award events
- Completion of paperwork in relation to student disciplinary matters
- Attend staff development events as appropriate

	<ul style="list-style-type: none"> <li>• Continually maintain and develop pedagogic skills</li> <li>• Industrial/commercial and academic updating of professional and technical skills</li> <li>• Planning and appropriate arrangements for student visit programs</li> <li>• Liaison with parents/guardians, the writing of reports</li> <li>• General administration relevant to the role</li> </ul> <p><b>*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.</b></p>
<b>4.</b>	<b>Equal Opportunities</b>
	<p>The Lion Works School will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The school will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open welcoming and safe environment for all its students, employees, and visitors.</p>
<b>5.</b>	<b>Safeguarding</b>
	<p>The Lion Works School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.</p> <p>We comply with the Disclosure &amp; Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.</p>
<b>6.</b>	<b>Further Information</b>
	<p>This Job Description and Person Specification are current as of January 2024. In consultation with you, it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult the Headteacher.</p>