

# Longwill Primary School for Deaf Children

## Job details

**Job title:** Assistant Headteacher and SENCO

**Salary:** L8 – L12 (£48,808 to £53,856)\*

\* based on 2019/2020 Pay Scales, set to increase September 2020

**Contract type:** 0.6 fte classroom based and 0.4 fte SENCO role

**Reporting to:** Headteacher

## Main purpose

The assistant headteacher, under the direction of the headteacher, will take a role in:

Formulating the aims and objectives of the school

Establishing policies for achieving these aims and objectives

Managing staff and resources to that end

Monitoring progress towards the achievement of the school's aims and objectives

- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability

The assistant headteacher will also have a timetabled teaching commitment of 60%, complying with the teachers' standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the headteacher.

## Duties and responsibilities

### Leadership

Under the direction of the headteacher or deputy headteacher:

- Support the headteacher and deputy headteacher in the day-to-day management of the school
- Be a member of the senior leadership team and assist the headteacher in the overall strategic leadership of the school
- Communicate the school's vision compellingly and support the headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all deaf pupils
- Lead on particular whole-school strategies, policy and curriculum areas
- Build positive relationships with members of the school community
- Keep up to date with developments in deaf education and, most specifically SEND legislation and guidance
- Seek and deliver training and continuing professional development to meet own needs and that of others
- Demonstrate specialist deaf reaching which secures effective learning across the National Curriculum and Longwill's 'Connected Curriculum'

## **Managing staff**

Under the direction of the headteacher or deputy headteacher:

- Assist with the selection and recruitment of new teaching staff
- Lead and manage teaching assistants working with pupils with SEN or a disability
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Lead a team, at phase level, promoting effective communication and collaborative working

## **Modelling best practice for teachers**

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice in deaf education with others in the school, developing confidence and skills in others

## **Systems and processes**

Under the direction of the headteacher or deputy headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Support systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Promote distribution of leadership throughout the school
- Communicate effectively with all levels of school leadership

## **Other areas of responsibility: SENCO**

- Maintain an accurate SEND provision map
- Be aware of the SEN provision in the local offer city-wide
- Work with other external agencies
- Be a key point of contact for external agencies with regard to the EHCP process
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups as appropriate, and evaluate their effectiveness
- Co-ordinate provision that meets the pupil's additional educational needs over and above their deafness, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure EHCP records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Communicate regularly with parents or carers regarding EHCPs and support from other agencies
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Prepare and review information the governing board is required to publish

## Other responsibilities

The assistant headteacher:

- Will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- May be required to act as a deputy safeguarding lead

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

## Person specification

Criteria	Qualities
<b>Qualifications</b>	Qualified Teacher of the Deaf Qualified teacher status Degree Professional development in preparation for a leadership role British Sign Language (Level 2 or above) National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment
<b>Experience</b>	Successful leadership and management experience in a school Has a proven track record of making a positive and measureable impact Teaching experience Involvement in school self-evaluation and development planning Line management experience Experience of contributing to staff development Experience of SEN practice
<b>Skills and knowledge</b>	Understanding of high-quality deaf education, and the ability to model this for others and support others to improve Effective communication and interpersonal skills Ability to communicate a vision and inspire others Ability to build effective working relationships A sound knowledge of the SEN Code of Practice Ability to plan and evaluate interventions, using data to inform provision planning Good record-keeping skills Ability to lead the development of all aspects of curriculum
<b>Personal qualities</b>	A commitment to getting the best outcomes for all deaf pupils and promoting the ethos and values of the school

	Commitment to the profession, showing vision and drive Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality
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**Notes:**

This job description may be amended at any time in consultation with the postholder.