

Pound Hill Infant School
Job Description
Non-Class Based
Assistant Headteacher Additional Needs Leader (including SENCO)
Leadership Scale Reference points 1-5
Permanent Contract

Job Title: Additional Needs Leader/ SENCO

Responsible to: The Headteacher

Duties:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and Teacher's Standards. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Responsibilities:

- Implement the school aims and objectives and policies, particularly those relating to child protection, behaviour, inclusion and additional needs.
- To lead, co-ordinate and manage the implementation and effective provision for groups of pupils: SEND, EAL, Medical Needs, Highly Able, LAC and Pastoral provision throughout the school.
- To track, monitor and evaluate the progress of groups of pupils including: SEND, EAL, Medical Needs, LAC, Highly Able and Pastoral provision throughout the school.
- To share corporate responsibility for the safeguarding, wellbeing and discipline of all pupils by implementing agreed school policies.
- To lead and manage the Learning Support and Pastoral Teams.
- To lead the effective liaison with parents, particularly the parents of SEND, EAL, Medical Needs, LAC, Highly Able and Pastoral provision throughout the school.
- To be the named teacher for looked after children.
- To be the primary point of contact and liaise with external agencies as required.
- As a member of the school leadership team, contribute to the overall improvement of the school.
- Report to the Headteacher and Governing Body on the effectiveness of provision and achievement of SEND, EAL, Medical Needs, Highly Able, LAC and Pastoral provision throughout the school.
- To support the Headteacher and Deputy Headteacher in the leadership and management of the school as required.

Key Responsibilities

- Co-ordinate, lead and manage effective interventions for SEND, EAL, Medical Needs, LAC and those deemed vulnerable to underachievement throughout the school to maximise the impact on pupil progress
- To lead and support the Highly Able leader in the effective provision, planning, intervention and achievement of Highly Able pupils.
- Lead, monitor, evaluate and support teachers and learning support teams in the identification, provision, interventions and planning for SEND, EAL, Medical Needs, LAC and those deemed vulnerable to underachievement.
- To set high expectations and promote high standards of achievement for all groups of pupils particularly: SEN, EAL, Medical Needs, Highly Able, LAC and those deemed vulnerable to underachievement.
- Support teachers and learning support staff in setting targets for raising achievement among pupils with SEND and EAL.

- To lead the effective liaison with external agencies, particularly with reference to SEND, EAL, Medical Needs, LAC, Highly Able and Pastoral provision throughout the school.
- To complete appropriate assessments and applications as required, including statutory assessments.
- Co-ordinate , manage, lead and quality assure Learning Support Plans, Individual Behaviour Plans and pastoral support plans throughout the school; leading meetings as required.
- To manage and support Class teachers with the review of Learning support Plans with parents, including attending review meetings as required.
- Co-ordinate , manage and lead the implementation of Individual Behaviour Plans and pastoral support plans with school staff and parents.
- Arrange, co-ordinate and lead meetings as required including SEND reviews, team around the child and multi-agency meetings.
- The manage and lead the implementation of multi-agency involvement with the school and individual children , including ECaf, Holistix.
- Monitor teaching and learning activities to meet the needs of pupils with additional needs through
 - Monitoring the quality of teaching and pupil achievement
 - Target setting, including provision maps
 - The use of recording systems for monitoring progress.
- Implement, co-ordinate the use of, and interpret specialist assessment data as required.
- To ensure the school and all staff members recognise and fulfil their statutory responsibilities to pupils with SEND.
- Coordinate, organise and provide training opportunities for teachers, teaching assistants, learning support assistants and mid-day meal supervisors regarding additional needs as necessary or required.
- Lead the dissemination of good practice in additional needs across the school.
- Identify and coordinate the resources needed to meet the needs of pupils with additional needs throughout the school, including the allocation of support staff.
- Be a professional development reviewer for teachers, and the Learning Support and Pastoral Teams.
- Liaise with other schools/nurseries regarding the transfer/ placement of pupils with SEND or other additional needs.
- Assist with the supervision of break and lunch times.
- Attend and participate in parent events including consultation evenings.
- To represent the Headteacher and Deputy Headteacher as required, including in their absence.
- Attend professional development activities as required.

Other responsibilities

- To work in accordance with all school policies including:
 - Data protection policy.
 - Health and safety policy.
 - Safeguarding policy.
 - Behaviour policy.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher or Deputy Headteacher.