



Larkspur

Community Primary School

JOB DESCRIPTION – Assistant Headteacher - - Inclusion

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

Job Purpose

To support and assist the Headteacher in:

Delivering our curriculum aims so every child can reach their potential.

Ensuring SEND and vulnerable children and their families are supported in school and via external agencies.

This post will have a maximum of 0.5 teaching commitment; this is subject to the needs of the school.

The post holder reports to the Headteacher in all matters. The post holder is expected to interact with colleagues on a professional level in order to promote a mutual understanding of the school's visions and values.

The post holder is expected to network and liaise with a range of external providers, schools, communities and co-ordinate networks to ensure a consistency of approach in regard to standards, support, transition and high-quality teaching, learning and assessment including SEND learners.

MAIN RESPONSIBILITIES

Classroom teacher responsibilities:

- To plan teaching to achieve progression in children's learning by identifying clear teaching objectives, setting tasks which challenge pupils, setting clear and challenging targets for pupils and identifying pupils who have specific needs.
- Demonstrate the principles and practice of outstanding teaching, learning and classroom management.
- To provide a clear structure and sequence of lessons which maintain pace and motivation for children and to assess children's work effectively and regularly.
- To make the best use of teaching time by maintaining an orderly classroom and establishing a purposeful working atmosphere and learning environment.
- To develop and maintain effective relationships with pupils and their families in order to maximise their learning potential.
- To support children in their capacity to know more and remember more, taking into consideration cognitive load and working memory research.
- To look after the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.
- To ensure effective communication and promote excellent working relationships with all stakeholders.

Teaching and Learning:

- Be responsible for Early Years.
- Provide an excellent professional model as a classroom practitioner to ensure quality of teaching and learning throughout the school.
- Have a clear oversight of the curriculum by working alongside subject leaders to determine, organise, implement and monitor the whole school curriculum and its assessment.
- Alongside the Headteacher monitor and evaluate the quality of teaching and standards of learning and achievement across school.
- Implement and where appropriate organise a diverse and flexible curriculum which takes account of the needs and aspirations of all pupils.

- Participate in the monitoring, evaluation and review of classroom practice and promote improvement strategies.
- Work with the Headteacher to challenge underperformance at all levels and to implement effective corrective action and follow-up.

Strategic direction and development of the school:

- Support the vision, ethos and policies of the school and promote high levels of achievement
- Sharing with the Headteacher in the day- to -day management and organisation of the school
- Assisting the Headteacher in the production, implementation, monitoring and review of policies adopted by the School Governing Body
- Assisting the Headteacher in the creation and implementation of the School Improvement Plan and take a responsibility for appropriately delegated aspects of it
- Sharing in an overview of the curriculum across the primary range to support and complement the skills and expertise of the Headteacher
- Support the Headteacher in the monitoring of the quality of teaching and learning
- Assisting the Headteacher with the discipline and pastoral care of all pupils and the supervision and welfare of all teaching and associate staff
- Developing an understanding of financial management and administrative procedures
- Taking an active role in the Performance Management process as a Team Leader.
- Promoting parental links and learning opportunities for parents/carers in school.
- Provide cover for the Headteacher for absences less than 10 consecutive days
- Temporarily take on the role of 'Acting Headteacher' at the request of the governing body to cover Headteacher absence of more than 10 consecutive days.

Inclusion:

- Ensure all members of staff are able to recognise and fulfil their statutory responsibilities to SEN pupils.
- Embed the use and staff understanding of Gateshead SEND documentation to inform provision, mapping and statutory paperwork.
- Work with the Head Teacher and Governors on the strategic development of SEN & Inclusion, including reviewing and formulating appropriate policies, ensuring these are embedded within all aspects of school improvement planning.
- Supervise and organise the work of teaching assistants supporting children with SEN, including responsibility for their performance management.
- Support the Headteacher in pupil progress meetings, accurately recording agreed provision within provision maps.
- Liaise with the Educational Psychology service, Early Help, Social Care, health professionals and other specialist agencies to identify and support children requiring external intervention.
- Maintain up-to-date knowledge of developments in SEN (e.g., research, law, best practice) and share updates with staff and Governors.
- Attend relevant training, CPD and conferences, disseminating key learning to colleagues.
- Work with the Head Teacher and deputy to plan the effective deployment of teaching assistants across the school.
- Undertake Inclusion self-evaluation, contributing to the SEF, school improvement plan and continuous improvement in inclusive practice.
- Establish and maintain systems for identifying SEN and vulnerable pupils, including the creation, monitoring and review of EHC plans, provision maps and personalised support plans with class teachers and support staff.
- Provide regular updates to the Headteacher and governing body on the impact and effectiveness of provision for SEN and vulnerable children, including the production of termly reports.
- Maintain strong, positive relationships with parents and carers, keeping them informed of their child's progress and supporting them through individual meetings, structured conversations and parents' evenings.
- Prepare and submit applications for Education and Health Care Plans; co-ordinate, attend and minute annual reviews, ensuring deadlines and statutory requirements are met.

- Maintain the SEN register and ensure accurate record-keeping.
- Evaluate the effectiveness of provision through the monitoring and assessment cycle.
- Identify resources required to meet the needs of SEN pupils and vulnerable families.

Family Support Responsibilities (Integrated Throughout the Role)

- Act as a key contact for vulnerable pupils and their families, providing early help, advice and coordinated support to improve attendance, wellbeing and engagement.
- Build trusting, professional relationships with families, offering support around behaviour, routines, parenting strategies, emotional regulation and barriers to learning.
- Work closely with external agencies (e.g., Early Help, Social Care, health practitioners, school nurse, charity partners) to ensure joined-up support for families.
- Support families through the Early Help assessment process, attending and/or leading Team Around the Family meetings where appropriate.
- Identify emerging concerns early and put into place preventative support plans in collaboration with the Headteacher, DSL and pastoral team.
- Work as a DSL to support safeguarding processes, ensuring vulnerable families receive appropriate intervention.
- Maintain high-quality records of family support work, interventions and outcomes, adhering to confidentiality, safeguarding procedures and GDPR.
- Signpost families to relevant community services, financial support, wellbeing programmes and SEND support networks.
- Contribute to improving attendance by working with families where attendance barriers are linked to social, emotional or home-based challenges.
- Promote positive relationships between school and parents/carers, including running or supporting parent workshops, drop-ins and family learning opportunities.

Leading and managing staff:

- Act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.
- Act as team leader for Performance Management for teachers in your phase.
- Demonstrate and articulate high expectations for all aspects of the school's work.
- Work with the Headteacher to ensure that the school environment is managed efficiently and effectively to meet the needs of the curriculum.
- Keep up to date with Curriculum developments.
- Ensure parents are well informed about the curriculum, attainment and progress and the contribution they can make to support their children's learning.
- Help to create and develop a school in which all stakeholders recognise that they are accountable for the success of our endeavours.

This job description may be amended at any time following consultation between the head teacher and yourself and will be reviewed annually, against the needs of the school.