



Job Description

Head of School with SENDCO responsibility

Purpose	• To provide inspirational, professional leadership of the learning and development of children and staff. • To take overall responsibility for the day-to-day management of every aspect of the school under the strategic direction of the Executive Headteacher. • To ensure high-quality outcomes and high-quality welfare provision for the children at the school. • To develop the strategy of SEND and Inclusion ensuring the needs of all SEND students are met in line with the SEND code of practice. • To promote a 'believe and succeed' culture with a 'can-do' attitude in a caring environment which will allow every pupil to succeed and build confidence as a lifelong learner. • To contribute to the Wessex Learning Trust's (WLT) leadership group. • To carry out professional duties in accordance with the School Teachers' Pay and Conditions document.
Reporting to	Executive Headteacher
Salary/Grade	Leadership Salary Scale 3-6

Key Responsibilities	Provide vision and transformational leadership to ensure that the school is managed and organised to meet its aims and targets. • Work with the Executive Headteacher to develop the strategic view and direction of the school. To maintain an ethos which enables secure and effective teaching and progress for all learners irrespective of their background, abilities or aptitudes • Work with the Executive Headteacher to effectively delegate the management of the resources of the school. • Evaluate performance and identify priorities for continuous improvement • Carry out the day-to-day management, organisation and operational management of the school. • Create a safe and productive environment within the school, ensuring effective safeguarding procedures are in place, the safeguarding of children is the highest priority, and the Designated Safeguarding Lead role is fulfilled effectively. • Ensure high outcomes and high-quality welfare provision for children. • Promote a culture and code of behaviour which is caring and sensitive to the needs of the whole child and which may allow every pupil to achieve to the best of their ability.
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Leadership and Management

- Work closely with the Executive Headteacher to develop a strategic view for the school, analyse and plan for future needs and further develop the school and communicate strategic aims through Self Evaluation Forms and the School Improvement Plan.
- Assist with all staff recruitment to ensure that staff of the highest standards are attracted, selected and retained within the Federation.
- Ensure exemplary professionalism from all staff.
- Instil an ethos of high expectations for all children.
- Support the Executive Headteacher with schools' staff professional development and training.
- Assist with the strategic development of the school and communicate this in the Self Evaluation Form and the School Development Plan.
- Develop and maintain strong partnerships and ensure regular and productive communication with parents.

Developing Staff

- To maintain and enhance staff morale and wellbeing.
- To ensure staff are supported and developed through effective appraisal procedures and a self-improving process of professional development.
- Provide opportunities for all staff to develop their professional skills as an aid to improving performance and learner achievement.
- Encourage staff to develop and exercise leadership skills which will benefit the curriculum, pupil achievement and performance of the school.
- Work with leaders across the Wessex Learning Trust to share knowledge and good practice between schools and academies.

Teaching and Learning and the Curriculum

Work alongside the Executive Headteacher to:-

- Ensure teaching and learning throughout the school are of the highest standard to ensure outstanding achievement for all.
- Demonstrate and articulate high expectations and set challenging targets for the school's teaching staff and pupils.
- Within financial resources, ensure a curriculum is provided which will meet the needs of all children to secure future progress.
- Monitor the effectiveness of the curriculum and pursue areas for improvement, taking account of national, local and school's data plus inspection and research findings.
- Monitor the quality of teaching and learning both individually and by curriculum area to ensure quality of provision.
- Ensure that the curriculum is providing for the intellectual, spiritual, moral, cultural, physical, social, creative and emotional wellbeing of learners.
- Ensure that all learners are correctly identified according to the SEND Code of Practice and provided with the appropriate level of support.
- Maintain an environment and code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline.
- Support extended learning opportunities through enrichment activities and extra-curricular provision.
- Participate, to such an extent as may be appropriate, in the teaching of pupils in the school including the provision of cover for absent teachers.

Management of Resources

- Ensure the school is compliant with health and safety and safeguarding regulations.
- Work closely with the Executive Headteacher on the resource allocation and compliance schedule for the school, including the development and agreement of an in year balanced annual budget.
- Ensure the day to day efficient and effective use of resources.
- Ensure the day to day efficient and effective deployment and management of the staff of the school in order to achieve objectives as outlined in the development plan and within budgeted resources.
- Support the Executive Headteacher in the selection and recruitment of teaching and support staff, seeking to ensure the best available people are appointed.

SENDCO

- In conjunction with staff effectively manage the behaviour of SEND students including celebrating achievement.
- Develop the strategy of SEND and Inclusion.
- Coordinate provision for all students including those who have an alternative curriculum due to medical, attendance or anxiety concerns. Develop agreed plans to support these students.
- Develop and maintain effective links with external agencies and partnerships with other providers and make applications for additional support and funding where need has been identified.
- Advise on the development of effective classroom environments to meet the needs of all students and groups.
- Ensure the needs of all SEND students are met in line with the SEND code of practice and ensure efficient/ effective deployment of resources.

Continuing Professional Development

- In conjunction with the Executive Headteacher, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum
- Participate in professional development identified in the school development plan
- Take a leading role in the provision of high-quality professional development for all staff
- Assist with the process of performance management for teaching staff and non-teaching staff, including training programmes
- Support staff who are experiencing difficulties within the classroom

Safeguarding and Welfare

- Promote and uphold the highest standards of safeguarding and child protection.
- Ensure all staff understand and implement safeguarding procedures effectively.
- Support the social, emotional, and developmental needs of all pupils.

Professional Relationships:

The Postholder:

- Is responsible to the Executive Headteacher for professional duties
- Is a member of the Senior Leadership Team and liaises closely with the other members of the wider team
- Interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them to lead, develop and enhance teaching practice throughout the school
- Appreciates and supports the role of other professionals
- Interacts on a professional level with subject leaders and support staff to facilitate school improvement

	• Interacts on a professional level with the school community and stakeholders • Liaises with parents and members of the wider school community • Liaise with the Trust and Central team on issues related to school improvement The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.
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Additional duties and Information	• Ensure the aims, priorities and policies of the Trust are adhered to • Act as a positive representative of the Trust and its learners in all circumstances and at all times • Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress • Attend relevant meetings, as required • Participate in training and other learning activities and performance development, as required • This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust
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Signature (employee):	
Date:	
Signature (line manager):	
Date:	

PERSON SPECIFICATION

QUALIFICATIONS	Essential/Desirable
Qualified Teacher Status (QTS) or equivalent	E
Relevant leadership and SEND qualifications/training	E
NPQH/NPQSL	D
SKILLS AND EXPERIENCE	E/D
Successful leadership experience in a school setting	E
Experience of leading school improvement	E
Experience of leading or coordinating SEND provision	E
Strong understanding of SEND and the SEND Code of Practice	E
Experience of working with parents, carers and external agencies	E
Strong understanding of teaching, learning and assessment	E
Excellent communication and interpersonal skills	E
Strong organisational and decision-making skills	E
Experience of supporting and developing staff	E
Experience of managing change	D
KNOWLEDGE	E/D
Understanding of safeguarding and child protection	E

Understanding of inclusion, equality and diversity	E
Knowledge of EHCPs and the graduated approach to SEND	E
PERSONAL QUALITIES	E/D
Inspirational, inclusive and visible leader	E
High expectations for all pupils	E
Resilient, reflective and solution-focused	E
Strong commitment to teamwork and continuous improvement	E