

Job Description: Assistant Headteacher: Inclusion and Pastoral Care
Salary: £47,235 - £52,232

Responsible for: Leading and managing inclusion under the direction of the Principal

Start date: January 2024

Location: Hastings, East Sussex

Job Purpose

To be accountable for the leadership and management of all areas of inclusion across the academy including SEND, behaviour and safeguarding. Developing and leading an inclusion team to secure effective teaching and learning and ensure all children have access to all curriculum areas with appropriate support.

Areas of responsibility and key tasks:

Teaching and Learning

- Ensure a safe, positive, inclusive atmosphere that supports the needs of all pupils across the academy.
- Ensure progression in pupils' learning levels through assessment, planning, delivering, and reviewing appropriate programs and interventions.
- Support staff with a range of teaching methods and recommendations to set clear learning objectives.
- Evaluate the teaching for SEND pupils regularly by monitoring teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to further improve the quality of teaching.
- Use of a wide range of pupil data to support SEND and vulnerable pupil outcomes.

Leading and managing staff

- Ensure all inclusion staff achieve expertise in planning for and teaching children with SEND through example, support and by leading or providing high quality professional development opportunities.
- Ensure all staff across the Academy understand the pupils' needs.
- Demonstrate an excellent ability to advise and support other teachers within the whole school community.
- Provide examples, coaching and training to help others become more effective in their teaching.
- Performance management of inclusion staff.

Safeguarding

- Take lead responsibility for safeguarding and child protection (including online safety) as Designated Safeguarding Lead.
- Comply with all safeguarding procedures and action all concerns following academy policy.
- Undertake key tasks as set out in Annex B of the Keeping Children safe in Education guidance which is updated on an annual basis.
- Lead on the completion of any safeguarding or SEND audits.

Communication with parents and carers and other stakeholders

- Regularly and effectively update parents and carers and ensure they are fully informed of their children's successes and progress.
- Prepare reports and updates as requested for governors, SLT and the local authority.
- Liaise effectively with external professionals.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification: Assistant Headteacher: Inclusion and Pastoral Care

Qualification Criteria

- Qualified to degree level and above
- Qualified to teach and work in the UK
- National Award for SEN Coordination (NASENCo) (or willing to undertake)
- DSL certification (or willing to undertake)
- Completed further training in supporting students with SEND/EAL (desirable)

Knowledge, Experience and Skills

- Experience identifying, monitoring, and providing effective support for pupils with SEND
- Can demonstrate effective and systematic behaviour management
- Experience leading, coaching, and motivating people, ensuring professional development, and effectively challenging and managing any performance concerns
- Evidence of continually improving the teaching and learning in a year group, through schemes of work, assessment, and extra-curricular activities etc. in a challenging classroom environment
- Experience of reflecting on and improving practice to increase student achievement
- Excellent communication, planning and organisational skills
- Good working knowledge of relevant legislation, particularly the SEN Code of Practice

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- Belief that every pupil should have access to an excellent education regardless of background
- Professional outlook, detail orientated, and able to multitask and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).