

**Job Title: Associate Assistant Headteacher**

**Salary: L8 to L11**

**School: Robert Barclay Academy**

### **Aim and main purpose of the job**

- In partnership with the Headteacher and Governors, to ensure that the aims of the school are met.
- To take a lead on raising standards of student attainment and achievement.
- In conjunction with the rest of the Senior Leadership Team, to provide strategic direction and day to day management for the school.

### **Key Areas of Responsibility**

The successful candidate will be expected to be able to lead and manage the provision of all students with additional educational needs and fulfil the role of Special Educational Needs Coordinator.

### **Strategic Direction, Planning and Development**

The Associate Assistant Headteacher will:

- Have a strategic overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision using data and review monitoring and tracking systems in place, including Provision Map
- Have a current, working knowledge of the SEND provision within lessons by undertaking Learning Walks and SEND Reviews, feeding back information and providing guidance to curriculum and pastoral teams, to further improve practice
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- Make sure the SEND policy is put into practice and its objectives are reflected in the academy development plan (ADP)
- Promote an ethos and culture that supports the SEND Policy and promotes good outcomes and pupils with SEND
- Work with Trust colleagues, including the Director for SEND and Safeguarding
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Track the use of funding and evaluate whether it is being used effectively
- Attend relevant and appropriate update CPD to ensure knowledge and

- understanding is current and good practice is maintained
- Promote the student's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities, celebrating success and achievements
- Support the SLT in implementing the school values and vision (Achievement, Care and Excellence, and leaders of learning)

### Teaching and Learning

The Associate Assistant Headteacher will:

- Ensure effective teaching and learning throughout the school within the consistent expectations outlined
- Monitor, evaluate and develop the quality of teaching and student achievement
- Provide guidance to colleagues on teaching students with SEND, and advise on the graduated approach to SEND support
- Benchmark and target, set for continuous and sustained improvement

### Leading and Managing Staff and Students and Members of the Wider School Community

The Associate Assistant Headteacher will:

- Lead, motivate, support, challenge and develop staff to carry out their roles to the highest standards
- Ensure effective performance management through monitoring, evaluation, feedback and encouraging self-evaluation
- Promote effective communication and good relationships with students, staff, Governors, parents and the wider community
- Work with primary providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Review the education, health and care plan (EHCP) with parents or carers and the student
- Communicate regularly with parents or carers
- Ensure if the student transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the student
- Have line management responsibilities for identified faculties

### Efficient and Effective Deployment of Resources

The Associate Assistant Headteacher will:

- Accurately identify a student's SEND by analysing baseline data, transition information and feedback from the student, family and teachers
- Maintain an accurate SEND register and provision map, ensuring appropriate services are secured for the student
- Advise on the use of the school's budget and other resources to meet students' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Analyse assessment data for pupils with SEND and advise on appropriate support and intervention within the classroom and through the graduated approach

- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness
- Ensure records are maintained and kept up to date
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEND
- Ensure the correct students are identified and prepared for Access Arrangement testing
- Attend annual training to ensure Access Arrangement testing protocols and procedures are correct and effective, as per the JCQ regulations
- Gather evidence and information to create an accurate picture of need, relating to the Access Arrangement testing procedures
- Complete the Form 8 and Form 9 documents for Access Arrangement testing, as per the JCQ regulations

## General

The Associate Assistant Headteacher will:

- Attend meetings of the relevant Governors' committees,
- Demonstrate a keen interest in all aspects of school life
- Undertake any professional duties of the Headteacher reasonably delegated by the Headteacher
- Carry out SLT duty responsibilities
- Work collaboratively across the Trust and promote the Scholars' Education Trust both locally and nationally as a forward thinking, outward thinking Multi-Academy Trust.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.

September 2024