



Job Title: Assistant Head of Inclusion

Line Manager: Head of Inclusion

Responsible to: Headteacher and Head of Inclusion

Salary Grade: H6/7 depending on experience on appointment

Purpose of the job:

To assist in leading and managing the provision of all students with additional educational needs; and to take on the role of Assistant Head of Inclusion to support high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils. To line manage pastoral leads and TA's.

Reporting to: The Head of Inclusion

Responsible for: Assisting in leading the work of the Inclusion Team and Intervention

Working time: 37 hours per week, term time only + INSET

KEY FUNCTIONS

- To be the Assistant Head of Inclusion for Oakleaf Primary School, and assist in leading the Inclusion Team and members of the team
- To assist the Head of Inclusion in leading the provision for all students with additional needs
- To coordinate, lease and chair meetings with external agencies
- To identify, and co-ordinate a number of intervention programmes across the whole academy
- To manage appropriate resources and ensure that they are used efficiently, effectively and safely
- To develop curriculum resources to ensure that pupils identified as having additional needs have the required levels of support
- To support the Head of Inclusion in managing the implementation of an inclusive curriculum
- To manage a team of teaching assistants and pastoral.
- Within the context of the school's aims and policies, to work with the Head of Inclusion to develop and implement plans, targets and practices

SPECIFIC RESPONSIBILITIES

The main responsibilities of the post are to:

- support the provision of additional educational needs
- ensure that accurate and detailed records are kept of meetings and discussions with parents
- support the Head of Inclusion in review meetings
- support the monitoring of the effectiveness targets and levels of all students with additional educational needs
- attend and coordinate external agencies
- support the Head of Inclusion in the devising, implementation and updating of policies which reflect the school's commitment to high achievement, and effective teaching and learning
- analyse and interpret relevant national, local and school pupil data, plus research and inspection of evidence, practices, expectations, targets and teaching methods
- use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils
- support the Head of Inclusion to lead the production of the Inclusion Improvement Plan as part of the School Improvement Plan, to include staff development and training implications
- provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils
- work with the subject leads, key stage leads and SLT on the implementation of the School Strategy, helping to ensure effective development of pupils' literacy, numeracy and emotional wellbeing
- work with the Head of Inclusion to promote an inclusive curriculum
- support meetings of Inclusion staff, communicate information to staff and co-ordinate resulting action
- monitor with the Head of Inclusion the day-to-day management of the Inclusion work areas, creating a safe, effective and stimulating environment for the teaching and learning of Learning Support
- work with the Head of Inclusion to manage the Inclusion Team budget and resources, establishing staff and resource needs for the subject
- ensure the effective and efficient management and organisation of learning resources
- deputise for the Head of Inclusion

Additional responsibilities:

- contribute regularly to the professional development of colleagues
- promote collaboration and teamwork
- contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation

All staff have a duty to:

- Contribute to and support the overall aims and ethos of the Academy
- Participate in training and other learning activities
- Participate in Performance Management and development as required by the Academy's policies and procedures
- Participate actively and flexibly in a range of Academy activities
- Be aware that all Academy employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Academy's Health and Safety Policy and the Academy's safety priorities and be aware of his / her contribution to such priorities
- Be aware of and comply with the health and safety legislation and other Academy requirements that are relevant to his / her post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service deliver
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the job holder
- Be familiar with and promote the Equality and Diversity Policy
- Be familiar with Safeguarding requirements as outlined in the document *Guidance for safer working practice for adults who work with children and young people in educational settings* and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults
- To undertake such other duties as reasonably required by the Headteacher