

ASSISTANT HEADTEACHER
(SENDCo and DSL)
Job Description
March 2022

The Assistant Headteacher supports and works with the Headteacher.

They demonstrate and provide strong classroom practice and subject leadership.

With key responsibility as the **SENDCo**, the Assistant Headteacher will sustain and develop our inclusive ethos, ensuring all aspects of the SEND provision are fully met.

As the appointed **Designated Safeguarding Lead (DSL)**, the Assistant Headteacher will take responsibility for Safeguarding and Child Protection.

The Assistant Headteacher will work in partnership with the Headteacher and, when appropriate, the Governing Body on school improvement.

The Assistant Headteacher will be expected to maintain and develop an atmosphere where all children and adults are valued and enabled to fulfil the school's high expectations and inclusive high quality teaching as part of our broad school offer.

Teaching & Learning including Subject Leadership

- Exemplify excellent teaching and share best practice across the school.
- Fully meet the requirements laid out in the Teacher Standards.
- Effectively lead one or more curriculum areas, as agreed with the Headteacher, and share best practice across the school.

Leadership & School Improvement

- Lead the school in the absence of the Headteacher. *NB: Legal accountability and responsibility rests with the Headteacher.*
- Work with the Headteacher on the strategic vision of the school.
- Work with the Headteacher on identifying, planning and leading school improvement projects.
- Be an Associate Member of the Governing Body, attending and supporting the work of the Governors' Curriculum Committee and whole Governing Body.

Church School Leadership

- Demonstrate and promote the Christian values and ethos of the school.
- Provide strong leadership in promoting and leading the distinctiveness of the school as a Church school, including working in partnership with the local churches.
- Work in partnership with the school's Ethos Committee and liaise with the diocesan education team.
- Take a leading role in preparing the whole school community for the SIAMS Inspection.

SEND Leadership

- To hold the SEND Qualification (or be registered or engaged in the training)
- To lead all aspects of the school's SEND provision.
- To ensure the school is meeting all the requirements identified and required in the document '*Special Educational Needs & Disability Code of Practice: 0 to 25 Years- Statutory guidance for*

organisations which work with and support children and young people who have special educational needs or disabilities' (or any document that supersedes this document).

- To maintain a school SEND Self-Evaluation.
- Ensure that the SEND area of the school's work is complaint with OFSTEDs requirements and that the school is ready for a SEND inspection.
- To liaise and work closely with the SEND Lead(s) from the Governing Body.

Safeguarding & Child Protection Leadership

- To hold the appropriate level of Safeguarding and Child Protection qualifications to fulfil the role (or to undertake the training within an acceptable timescale).
- To fulfil the role of DSL, as described in KCSiE, in leading all aspects of the school's Safeguarding and Child Protection work, including PREVENT and online safety, supported by the ADSL.
- To maintain the Safeguarding and Child Protection section of the School Self Evaluation Form.
- To liaise and work closely with the Safeguarding and Child Protection Lead(s) from the Governing Body.

Management (Including Personnel, Finance & Premises)

- Arrange emergency cover for absent teachers and support staff (classroom and office).
- In the absence of the Headteacher, work with the Business Manager to oversee and manage aspects of premises management that need immediate attention, ensuring that the school premises continue to be a safe learning environment for the school community.
- To fulfil duties and responsibilities identified in the Record of Financial Responsibility (or any document that supersedes this document).