**Marlborough Primary School is committed to safer recruitment practice and promoting the welfare of children and expects staff and volunteers to share this commitment. Pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to an enhanced Disclosure and Barring Service clearance check.**

**Job Title**  
Assistant Head Teacher - SENDco Inclusion Lead

**Anticipated Grade**  
MPS / UPS (TLR 2B) L4 for applicants holding SENDCo accreditation

**Reports to**  
Headteacher, Deputy Headteacher

**Responsible for**  
Additional Teaching Support Staff, Extended Schools Provision

**Overall Purpose**  
To carry out the duties of SENDco, as set out in the School Teachers Pay & Conditions Document and undertake any other reasonable duties that the Headteacher may request commensurate with the post.

To lead, manage, develop and maintain high quality SEN provision which enables quality teaching, excellent learning outcomes and success for all pupils

To play a leading and strategic role in closing gaps for disadvantaged pupils

- Be a member of the Senior management team of the school which is charged with ensuring quality first learning and teaching across the school
- Ensure all children have the necessary provision and support to enable them to access the national and extended curriculum
- Secure academic achievement, personal development and a sense of value and well-being for all children and enable them to achieve the highest they possibly can
- Raise standards of achievement across the school especially in English and Mathematics

The role of SENDco encompasses and includes a responsibility for the progress and well-being of all children and a specific responsibility for the progress of the following groups of children:

- Children with additional needs, with learning difficulties or disabilities
- Children with English as an additional language and from ethnic groups identified nationally, or within school as underachieving
- Children with social needs identified by Pupil Premium category
- Children with gifts and talents, with high and highest levels of abilities
- Children who are in the care of the local authority (Looked After Children)
- Children for whom there are Child Protection concerns
- Children who are newly arrived into this country, education system or school

**Core Responsibilities**

- Keep all aspects of paperwork, including reports, records and policies, up-to-date and actioned, as appropriate
- Teach pupils across the school and model effective teaching,
- Work with pupils, class teacher, Phase Leaders and teaching support staff to ensure realistic and challenging expectations of pupils with SEND, those entitled to pupil premium and who speak English as an additional language in addition to most able learners
- Coach and train colleagues and support all staff in understanding the needs of pupils with SEN and/or disabilities
- Support all staff in developing strategies to raise the performance of pupils entitled to pupil premium
- Devise and promote plans to ensure the needs of pupil premium pupils and pupils with SEN and/or disabilities are met and that they are reflected in the school improvement plan
- Regularly monitor progress of pupil premium pupils and pupils with SEN and/or disabilities and evaluate the effectiveness of teaching to guide future improvements
- Analyse and interpret specialist assessment data on SEN and local and national information relating to pupil premium pupils and pupils with SEN and advise the Deputy Headteachers and the Head teacher on the level of resources required to maximise achievement
- Monitor teaching activities and target setting and develop and maintain a system for recording the progress of pupils with SEN, EAL, Most Able and those who are entitled to the pupil premium
- Liaise with staff, parents, external agencies and other schools to provide maximum support and ensure continuity of educational provision for pupils with SEN
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately
- Ensure that pupils with SEN and/or disabilities, EAL, most able and pupil premium are enabled to share their views and that these are acted upon appropriately
- Achieve constructive working relationships and establish opportunities for the Inclusion team, support assistants and other teachers to review the needs, progress and targets of pupils with SEND, EAL, Pupil Premium and Most Able
- Contribute to ensuring good behaviour and discipline is maintained supporting staff in the implementation of appropriate policies and procedures
- Be part of a trained team of Child Protection and Safeguarding leaders
- Contribute to a positive ethos, actively promoting the values and achievements of the school.

N.B. This post includes some class based practice

**Resource Management**

- Work with the Headteacher and Senior Leadership Team to plan and organise Continuing Professional Development for all staff and particularly in relation to inclusion/personalisation
- To play a central role in maintaining good channels of communication between the school and outside agencies
- To manage a budget

**Safeguarding**

- To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 in relation to child protection and safeguarding children and young people as this applies to the teacher’s role within the school
- To act as a designated member of staff for Safeguarding
- To support other members of staff to fulfill their responsibility for safeguarding