**Assistant Headteacher: Director of Inclusion**

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| **Job Description** |
| **POST** **TITLE:**  | Assistant Headteacher: Director of Inclusion |
| **GRADE:**  | Leadership 13-17 (£66,917 to £73,818). |
| **CAR USER:**  | N/A |
| **LOCATION:**  | Blessed Trinity RC College |
| **RESPONSIBLE TO:**  | Headteacher |
| **JOB PURPOSE:**  |
| You will be required to strategically lead the development of the school’s Special Educational Needs provision, lead as the senior DSL in school and have strategic leadership of CLA/DP pupils. You will be expected to lead different groups of staff and work closely with the Behaviour and Attendance teams. You will be part of the SLT team leading on the school’s SIP/SEF.  |
| **MAIN ACTIVITIES: What prescribed duties the postholder will have** |
| **Main Responsibilities*** Strategic development of the school's Special Educational Needs (SEND) provision and oversight of the day-to-day operation of that policy with the aim of raising SEND pupil achievement.
* Work with the Headteacher, senior staff, teachers, pastoral colleagues and teaching Assistants to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.
* To co-ordinate and implement a provision to ensure that progress of pupils with SEND improves relative to those without SEND.
* To ensure that the school carries out its statutory responsibilities regarding all pupils with an EHCP.
* Strategically lead all staff in understanding the needs of SEND pupils. Provide professional guidance to staff to secure good teaching for SEND pupils, through both written guidance and meetings.
* Advise on and contribute to the professional development of staff, including whole school INSET provision;
* Advise the Headteacher and governing body of priorities for deployment of staff, and utilise resources with maximum efficiency;
* Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEND. Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies;
* Analyse and interpret relevant school, local and national data to develop more robust systems and ensure pupil achievement.
* Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
* Co-ordinate all Annual Reviews and reviews of Education Health and Care Plans and TAFs where appropriate and attend / chair when necessary.
* Attend Year 6 Annual Reviews for primary pupils with statements to help facilitate continuity and progression through the development of our transition programme.
* Exercise a key role in assisting the Headteacher and governors with the strategic development of SEND policy / provision.
* Ensure all relevant policies and procedures are regularly reviewed and up-to-date.
* To lead Safeguarding across school, ensuring all training, policies, procedures are current, liaising with staff, parents, pupils, Trust and external agencies.
* Leading safeguarding training, meetings and sharing good practice.
* Monitoring the use of CPOMS and quality assurance of systems.
* Lead for CLA pupils. Leading the team effectively and working closely with the virtual Headteacher and the Local authority.
* Organising and leading on CLA pupils/preparation for PEP paperwork and attendance at reviews.
* Working closely with the Finance Manager to ensure all CLA/SEND/DP pupils have the correct level of funding.
* To develop further the DP strategy of raising standards and supporting improvements in outcomes and attendance. Accountability for PP annual spending review.
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| **Additional** **supporting information – specific to this post.**1. **STRATEGIC DIRECTION AND DEVELOPMENT at Blessed Trinity**

The strategic direction and development of a Catholic school stems from its educational mission of the Church, core values, moral purpose and ethos, reflected in the School Improvement Plan. The Assistant Headteacher works with the Headteacher and Senior Leadership Team to develop a vision and strategic view for the school in its service to the community. He or she analyses and plans for future needs and further development within diocesan, local, regional and national contexts. **MAIN TASKS****To work with the Headteacher in:**

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| 1.1 | fulfilling the Mission Statement |
| 1.2 | formulating the educational aims, objectives and targets of the school and policies for their implementation; |
| 1.3 | contributing to the production of a SEND Department Improvement Plan in line with the school’s Improvement Plan |
| 1.4 | monitoring and evaluating the performance of the SEND department and its achievements, responding and reporting to the Headteacher as required; |
| 1.5 | motivating staff and pupils through interest, encouragement and recognition of their unique value; |
| 1.6 | implementing the Governing Body’s policies on equal opportunities; |
| 1.7 | participating, to such an extent as may be appropriate having regard to the Assistant Headteacher’s other duties, in teaching pupils at the school; |
| 1.8 | assisting in the task of ensuring that the management, finances, organisation and administration of the department support its vision and aims of the school and are appropriate to present and likely future resources;2. TEACHING AND LEARNING In a Catholic school the search for excellence is expressed in teaching and learning which responds to the needs, talents and aspirations of its pupils, acknowledging their individual worth as children of God. The Assistant Headteacher works with the Headteacher and others to secure and sustain effective teaching and learning. He or she assists the Headteacher in monitoring and evaluating the quality of teaching and standards of attainment and achievement, using relevant benchmarks and data to set appropriate targets for improvement.2.1 Work with the Leadership Team in determining, organising and implementing, in collaboration with other education providers, a curriculum which: a) follows the curriculum policy of the Governing Body and meets statutory requirements;b) is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with additional learning needs; c) fulfils statutory duties in relation to the curriculum including the National Curriculum;2.2 Work with the Leadership Team in developing means whereby:a) department policies on curriculum, assessment, recording and reporting inform effective teaching and learning;b) the arrangements for teaching and learning are derived from a co-ordinated, coherent curriculum entitlement for pupils;c) information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents and aid governors in fulfilling their responsibilities for the school;d) there is continuity of learning and progression for all pupils;e) challenging targets are set for pupil attainment leading to departmental and whole school improvement;2.3 Work with the Deputy Headteacher (Quality of Education) in determining appropriate pupil groupings which reflect the values of the Mission Statement.2.4 Work with the Headteacher to determine and publicise the means for promoting:a) pupils’ self-discipline;b) respect for self, others and authority;c) good behaviour on and off school premises in accordance with any written directions of the Headteacher. 2.5 Work with the Headteacher in promoting a school ethos which extends opportunities for learning and encourages extra-curricular activities.**LEADING AND MANAGING STAFF**In a Catholic school the Assistant Headteacher shares with the Headteacher responsibility for the leadership of a learning community rooted in faith. This leadership should take Christ as its inspiration and the Assistant Headteacher’s management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God. The Assistant Headteacher’s leadership should motivate, support, challenge and develop staff.**MAIN TASKS**To work with the Headteacher

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| 3.1 | in reviewing the staffing structure of the department, and where necessary, the school. |
| 3.2 | in the key task of selecting and appointing all staff, in accordance with their delegated responsibilities; |
| 3.3 | in deploying and managing all staff appointed to the department; |
| 3.4 | by promoting and developing good management practice, positive staff participation, effective communication and clear procedures; |
| 3.5 | by supervising and participating in arrangements made in accordance with regulations for the appraisal of the performance of teachers in the school, and in the identification of areas in which he/she would benefit from further training to include undergoing such training; |
| 3.6 | in the implementation of staff development policies appropriate to the Catholic nature of the school with regard to: |
|  | (a) | the induction of new and newly qualified teachers and other staff; |
|  | (b) | the development of professional knowledge, understanding, skills and abilities including those necessary for career development; |
|  | (c) | the provision of professional advice, guidance, mentoring, support and training; |
|  | (d) | the provision of references where relevant to career progression; |
| 3.7 | by leading on Behaviour for Learning Strategies; |
| 3.8 | by demonstrating effective leadership through good professional practice; |
| 3.9 | by participating in the setting and/or monitoring of targets relating to their own performance and that of other staff. |

**EFFICIENT AND EFFECTIVE DEVELOPMENT OF STAFF AND RESOURCES**In a Catholic School all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school’s Mission Statement. The Assistant Headteacher works with the Headteacher to deploy staff and other resources efficiently and effectively to meet specific objectives in line with the school’s Mission Statement and with the strategic plans determined by the Governing Body**.****MAIN TASKS**Work with the Headteacher to;

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| 4.1 | To implement the policies and procedures of the Governing Body concerning the resource and premises management of the school, in accordance with the Mission Statement, strategic plans, other guidance and any legal requirements. |
| 4.2 | To allocate, control and account for financial and material resources of the school. |
| 4.3 | To oversee the security, health and safety, maintenance and cleanliness of an area within school and its surroundings in accordance with any Local Authority regulations and Governing Body responsibilities under Health and Safety and other relevant legislation, and as directed by the Headteacher. |
| 4.4 | To maintain an attractive environment which stimulates learning and enhances the appearance of the school and expresses the Catholic identify of the school. |
| 4.5 | To ensure that any external agencies and services contracted to the school operate efficiently and effectively. |

**5. ACCOUNTABILITY**In a Catholic school the Assistant Headteacher fulfils his or her responsibilities as specified by the Headteacher and in accordance with the school’s Mission Statement.**MAIN TASKS**

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| 5.1 | In relation to the Governing Body: |
|  | (a) | to advise and assist in the exercising of its functions when requested;  |
|  | (b) | to attend meetings of the Governing Body as required; |
| 5.2 | In relation to parish(es) and the community, work with the Headteacher by: |
|  | (a) | developing and maintaining positive relationships with the parish communities and partner primary schools; |
|  | (b) | ensuring that the school recognises and meets its responsibilities in the life of the community; |
|  | (c) | developing links with local employers for the benefit of the pupils and the school; |
|  | (d) | promoting a positive image of the school in accordance with the Mission Statement. |
| 5.3 | In relation to parents and those with parental responsibility, work with the Headteacher by: |
|  | (a) | building an effective partnership between the school and parents/carers, recognising them as the first educators of their children; |
|  | (b) | promoting understanding of the mission, aims and ethos of the school through provision of regular information to parents about: |
|  |  | * the curriculum;
* the progress of their children; opportunities for dialogue between parents and staff and for their involvement in the wider life of the school.
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| 5.4 | In relation to the Local Authority/Diocese and as directed by the Headteacher, to liaise and work in partnership with officers and support services; this to include monitoring and evaluation of the school. |
| 5.5 | In relation to other schools, colleges and educational bodies, work with the Headteacher by: |
|  | (a) | promoting continuity of learning, progression of achievement and curriculum development; |
|  | (b) | arranging for effective transfer and induction of pupils; |
|  | (c) | maintaining effective liaison with the Local Authority/external agencies; |
|  | (d) | maintaining effective relationships with other schools, and especially with other Catholic schools in matters of common concern. |

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The above responsibilities are subject to the general duties and responsibilities contained in the School Teachers’ Pay and Conditions document. |
| **Note:**  | **In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**  |
| **Prepared by:** | **RCAT HR Department**  | **Date: July 2025** |

# Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

# Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

# Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Attendance

# Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.