GLF Schools - Job Description

Job Title	Assistant Headteacher (SENCO)

Core purpose

The Assistant Headteacher (SENCO) will work in close partnership with the Headteacher to provide strategic leadership, focusing on school improvement and inclusive education. This role combines senior leadership responsibilities with the statutory duties of a SENDCo, ensuring the highest standards of teaching, learning, and wellbeing for all children, particularly those with special educational needs and disabilities.

They will contribute to the ongoing development of the school, embedding a culture of continuous innovation and improvement, while promoting a safe, inclusive, and nurturing environment in line with the vision and values of GLF Schools.

Key Accountabilities

Strategic leadership

- Lead the strategic direction of SEND across the school while working collaboratively to shape and deliver the school's broader vision and development plan.
- Promote the school's values and ethos in all aspects of leadership, ensuring high expectations and achievement for all.
- Inspire and support staff to improve outcomes for all pupils, especially those with additional needs.
- Play a key role in school self-evaluation, improvement planning, and leadership of whole school priorities.
- Lead CPD initiatives, model best practice, and support a performance culture through effective line management and coaching.

SEND Leadership

- Oversee the day-to-day operation and strategic development of the school's SEND policy. • Coordinate and monitor provision for children with SEND, ensuring rapid and sustained progress.
- Lead on the identification, assessment, and review of pupils with SEND, working closely with staff, families, and external agencies.
- Manage SEND resources and budgets efficiently and effectively.
- Maintain accurate SEND records and ensure statutory compliance, including EHCP processes and annual reviews.
- Provide expert guidance to staff on differentiation, assessment, and intervention. • Oversee Teaching Assistants and promote effective deployment to meet individual pupil needs.
- Liaise with external partners including Local Authorities, educational psychologists, social services, and voluntary bodies.

Securing accountability
● To account for and support the efficiency and effectiveness of the school to the rest of the SMT, LGB and GLF board. ● Build and develop a school ethos which enables everyone to work collaboratively, share knowledge and understand, celebrate success and accept responsibility for outcomes ● Provide support to the Head Teacher, teaching and support staff, with specific responsibility for inclusion and members of the team as directed by the Headteacher ● Implement and monitor positive behaviour management strategies to support all children's/students social and emotional aspects of learning ● Lead on specific areas of the school development plan as agreed with the Headteacher ● Contribute to the self-evaluation of the school ● Ensure a consistent approach regarding SEND across the school ● Lead by example and demonstrate an enthusiastic approach to the development of a personalised and innovative whole school curriculum

Strengthening community
● Work effectively with other educational institutions locally and further afield building effective partnerships. ● Drive a focus on developing the provision of out of hours learning and extended learning opportunities. ● Build and maintain effective relationships with parents, carers, partners and the community that enhance the education of the students and the wider community
Operational responsibilities
● Provide support to the Headteacher on effective organisation and management of the school and identify ways of improving organisational structures and functions based on self-evaluation. ● Ensure compliance with education statute and employment legislation. ● Ensure safeguarding of students and health and safety of all children and staff. ● Assist with the implementation of a student support (pastoral care) system that focuses on each learner and supports school improvement.
Accountability
The Assistant Headteacher will report to the Headteacher and GLF board, who have the overall responsibilities for standards within the school. GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities.
Collaborative Working
GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.

Safeguarding
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.