

Assistant Headteacher: Learning Inclusion - Job Description

Salary	L12 – L16
Location	St. Aidan's CE High School
Contractual basis	Permanent, School teachers pay and conditions
Responsible to	Deputy Headteacher: Pastoral
Responsible for	Line management of members of the Pastoral Team, SEND Team, Extended Leadership Team, and other staff as required

Purpose of the Role

As an inspirational leader, you will be driven and fully dedicated to delivering our school vision:

Living and learning according to our Church foundation and the example of St Aidan, we strive to be a centre of academic excellence where all our students flourish because of the quality care, nurture, and education they are given. Our students will develop in character to become courageous and confident. They will be brave enough to see the opportunities in every difficulty, and wise enough to promote respect and kindness through the choices they make. Guided by our Christian vision we walk together to ensure that each and everyone knows the gift of life in all its fullness.

The role of Assistant Headteacher; Learning Inclusion is a strategic leadership role where you will lead on significant aspects of the school, with others, to ensure a positive impact on student achievement and other outcomes, the quality of teaching and learning in the classroom, the quality of provision matched to need, and the necessary support for students to achieve. The post holder works closely with leaders and staff across the school to ensure that systems and procedures are in place to ensure the safety, welfare and wellbeing of all our students. The post holder will lead and contribute to all areas of school Inclusion, including the line management of the SEND and Inclusion teams. This Assistant Headteacher plays a unique role in linking pastoral and curriculum care, systems, and processes throughout the school from years 7 to 13.

Role Specific Responsibilities

1. To ensure inclusive practices are secure and embedded across the school.
2. To instill a sense of belonging in all students and all members of the school community so that inclusion is at the heart of every decision made.
3. Have a deep understanding of the barriers that students face to their learning and wellbeing and create and implement strategies that eliminate these barriers.
4. To oversee any Alternative Provision and Personalised Learning Pathways that may be required by students who are unable to access mainstream provision.

5. To systematically review any adaptations put in place for students, adjusting them as needed so that they make a sustained difference to students' learning and/or wellbeing.
6. To work closely with the Curriculum team and AHT: T&L and lead on targeted academic intervention strategies through identification, information, intervention, and measuring of impact.
7. To contribute to the line management of any staff as directed by the Deputy Headteacher or Headteacher.
8. To oversee the work of the SENDCO and SEND provision in school and ensure that all students have access to appropriate high-quality provision that may be adapted to meet their needs.
9. To play a key role in planning and implementing CPD which has a specific focus on adaptive teaching strategies and high-quality inclusive practice. This may link into coaching for staff.
10. To work with the SENDCO to monitor the development of teaching assistants and academic support staff to ensure they have a high quality CPD program.
11. To liaise closely with the learning support teams to ensure staff receive up to date training on inclusive learning strategies such as Adaptive Teaching and assessment for learning.
12. To be the single point of contact (SPOC) for LAC students linking closely with the virtual school and other agencies around academic progress and to liaise with relevant pastoral staff for the pastoral needs of LAC students.
13. To ensure students who are in receipt of the Pupil Premium funding are not disadvantaged with regards to opportunities the school offers.
14. To lead on the innovative pupil premium strategy ensuring funding is spent in the best interests of all students and ensure the school is compliant in how it uses and reports on the use of pupil premium funding.
15. To lead on the EAL strategy and ensure all students who have English as an additional language are correctly identified, have the appropriate intervention and are tracked and monitored to ensure positive progress in all years.
16. To lead on the year 9 options process in close liaison with the head of Year 9, Curriculum leaders, and other AHT's.
17. To use data effectively to track and monitor progress of students so that interventions can be planned and tailored to meet individual needs.
18. To support developments and initiatives to improve the standards of literacy and numeracy across the curriculum.
19. To coordinate an effective and supportive transition from Primary school to St Aidan's working closely with the AHT for Personal Development, the year 7 team, and admissions team.
20. To support the school Mental Health Lead in ensuring inclusion for all.
21. To work closely with all Heads of Year to implement successful parent/carer information evenings.

General Senior Leader Responsibilities

1. Fulfil this leadership role in accordance with our school Values and in accordance with our

Trust Charter

2. Share best practice and ensure staff promote interest, enjoyment and passion for learning
3. Ensure teaching and assessment is effective and consistent and that school policies and procedures are followed
4. Ensure students are supported effectively in relation to behaviour management and pastoral support
5. Work with the wider SLT and ELT on strategic planning and formulating, disseminating and implementing whole school policies and initiatives
6. Lead on significant areas of whole school responsibility as identified by the Deputy Headteachers and Headteacher
7. Assist the Headteacher with shaping the vision, values and direction of the school, setting out very high expectations
8. Contribute to the school's self-evaluation framework if required
9. Work with the Headteacher in developing external relationships in support of the school and promoting a positive image of the school in the community
10. Manage the budgets for specific areas of responsibility under the direction of the line manager
11. Organise, attend, and participate in training, meetings, open evenings, student performances and other after school activities as requested
12. Supervise students at lunchtimes, before and after school as required
13. Support the Governing Body in their work with the school
14. Support other members of SLT in fulfilling their responsibilities as necessary
15. Maintain 'leading edge' knowledge through reading, INSET, research and other relevant development opportunities to inform own practice, demonstrating impact in teaching and on students' learning
16. To be the in-school expert and point for advice on all related to this role
17. Identify own personal and professional development needs and achieve own challenging professional objectives.
18. Co-ordinate strategies to achieve relevant whole school improvement priorities
19. Contribute to the production of reports as and when required for Inspectors, Governors, YCST leaders, Headteacher, parents or carers, and other appropriate groups
20. Oversee the performance management of staff as required and contribute to coaching and individual teacher development where needed
21. Participate where necessary in the selection of new staff and new staff induction

Professional Characteristics

1. Create a climate which enables staff to develop, challenge and support each other in line with the ethos and culture of St Aidan's
2. Communicate effectively and with professional integrity within and beyond the school community
3. Build and maintain effective teamwork with high expectations of outcomes

Marketing and Liaison

1. On behalf of the school, attend relevant meetings in order to promote local, regional and national collaboration
2. Contribute as required to the school's liaison and marketing activities
3. Co-ordinate relevant aspects of the school's work with other schools and external agencies.

Pastoral Support

1. Liaise with Heads of Year and other pastoral staff to ensure the welfare of students in the school
2. Contribute to PSHE, assemblies, trips and visits, and any Work-Related Learning as required
3. Assist in the implementation of the Behaviour system and any other whole school systems

Other specific duties

1. Play a full part in the life of the school community
2. Support the school in meeting its legal and diocesan requirements for worship
3. Promote actively the school/Trust policies
4. Carry out other such duties as may from time to time be reasonably required
5. Be committed to safeguarding and promoting the welfare of children and young people.

As with all senior leadership roles, postholders at St Aidan's need to be flexible in their duties and understanding of the fact that their role and responsibilities may amend to meet the changing demands of the school at any time. Postholders may be asked by the headteacher to carry out other responsibilities not describes in the original job description. This is always as a result of the need to put our students first. This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[January 2025]