



## Parkside Middle School

### Job Description

**Designation:** Associate Assistant Headteacher - SENDCo

**Responsible to:** Headteacher

**Hours of Work:** Full Time

#### Purpose of Role

Work within the Senior Leadership Team to support in the leadership and management of the school and assuming responsibility for pupil behaviour and attitudes.

The Associate Assistant Headteacher, under the direction of the Headteacher, will take a major role in:

- Creating and delivering a shared strategic vision.
- Formulating the aims and objectives of the school and establishing policies and procedures for achieving these.
- Managing staff and resources to that end.
- Monitoring and evaluating standards across the school.

To lead the strategic development and operational delivery of SEND provision across the school, ensuring compliance with statutory requirements and promoting inclusive practice in line with the SEND Code of Practice (2015).

#### Qualities

The Associate Assistant Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils

#### Key Functions

#### Duties and Responsibilities

- Work within the Senior Leadership Team to monitor learning and teaching and to be proactive in ensuring the highest possible outcomes for pupils with SEND.
- Liaise with Deputy Headteachers to ensure high-quality curriculum content.
- Provide high-quality professional guidance and lead high-quality professional learning for staff that creates a culture of high expectation, aspirational and scholastic excellence to ensure the best possible outcomes for pupils with SEND.
- Contribute to the development and implementation of the school's SEND policy and provision, ensuring alignment with the School Improvement Plan and maintaining an overview of inclusive practice across the school.

- Support the monitoring and evaluation of SEND provision and funding, liaising with Senior Leaders as appropriate, while advising senior leaders as appropriate and contributing to multi-agency collaboration to promote effective outcomes for pupils with SEND.
- Coordinate the day-to-day management of SEND provision, including maintaining the SEND register and provision map, supporting the graduated approach (Assess–Plan–Do–Review), and contributing to the effective deployment of Learning Support Assistants.
- Lead the SEND department to support the delivery and evaluation of SEND interventions and EHC processes, working with the Mainstream Autism Base and external agencies, and contributing to the school's Local Offer to ensure clear and effective provision for pupils.
- Support the identification, provision, and ongoing monitoring of pupils with SEND, working in partnership with parents, carers, and schools to ensure effective support, informed decision-making, and successful transitions.
- Ensure strong communication and relationships with staff and parents and through a range of opportunities and events
- Lead performance management across a team of staff.

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.