



Principal: Mrs D Scott

## **Job Description:** Associate Assistant Principal (AAP) SENDCO | L9-L13

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### **JOB PURPOSE:**

The AAP SENDCO will work collaboratively with the school leadership team to fulfil our school vision to promote an inclusive community of excellence and opportunity, both within their area and across wider aspects of the whole school.

The AAP SENDCO will be the school wide SENDCO and will ensure that the additional needs of individual students are catered for and coordinate the provision of interventions, strategies and supportive plans. They will lead this school wide priority to ensure each child is known and supported to be the best version of themselves.

### **RESPONSIBILITIES**

- To be the strategic lead for the development and implementation of SEND (including SEMH) initiatives and strategies throughout the school which raise the teaching practice of all members of staff and therefore raise student standards and progress
- To ensure that practice is compliant with the SEND Code of Practice (2014) and other relevant statutory requirements
- To lead the team in facilitating assessments of pupils with SEN to identify needs and monitor progress - including observations in the classroom, meeting with students, teachers and parents, use of data and working with primary schools during transition
- To lead in securing high standards of learning, behaviour and achievement across the SEND cohort, including a rigorous system of tracking, monitoring and timely intervention
- To contribute to the leadership of the school wide inclusion plan
- To lead the allocation of support staff to individual students and key groups. This includes the High Needs team, SEMH team and TAs
- To ensure there is robust recording of effective intervention and the impact they have on our students and that they deliver value for money
- To lead the team in ensuring an effective and robust appraisal system is in place
- To lead the support and intervention of students that are not secondary ready with a specific focus on literacy and numeracy

- To lead in developing, implementing and evaluating whole school CPD that leads to school improvement, based on the data available and the impact of previous CPD. This includes supporting NQT and RQT staff in relation to SEND
- To liaise with external partnerships, the local community, Local Authority and others where appropriate, including participating in the various networks for SENDCOs, locally and nationally
- To undertake research into best practice in other schools, evaluate innovative curricular practices and draw on research outcomes, and other sources of external evidence, to inform own practice and that of colleagues
- To create an effective dialogue between parents, school and pupils, reporting to and informing parents of the stage of support appropriate to their child. To formulate and maintain close links with outside agencies
- To ensure the team widely share updates and information regarding the SEND code of practice to all relevant staff
- To be a role model for teachers, cover supervisors, teaching assistants and students ensuring best practice and excellence
- To quality assure the statutory requirements for all documentation (including access arrangements) and individual plans for students with additional needs
- To support the Assistant Principal (Inclusion) with the self-improvement cycle to continually raise the standard of provision engaging with:
  - self-evaluation
  - faculty development planning
  - quality assurance activities
  - CPD
  - school improvement partner
  - governors and other external stakeholders.
- Fulfilling wider professional responsibilities
- Maintaining a high level of professional conduct

**Responsible to:**

Assistant Principal (Inclusion)

**Remuneration:**

Salary Point: L9-13