



**Rokesly Infant and Nursery School**  
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Head teacher: **Grant Bright**

## **Assistant Head teacher with responsibility for Inclusion – Job Description**

**Full time - required for September 2022**

**Key stages - Early years, KS1**

**Contract type - Permanent**

**Salary - Inner London L8-L12**

The professional duties of teachers are set out in the 'School Teachers Pay & Conditions Document' and 'Teachers' Standards'. In addition, specific requirements expected of this post holder are:

### **Main purpose of this role**

**Under the overall direction of the Head teacher, to maintain a strategic overview of inclusion across the school. To lead, manage and evaluate high quality SEND provision to secure quality first teaching and excellent learning outcomes for all pupils**

- Ensure the continued delivery of high-quality, inclusive teaching and learning which leads to the best possible outcomes for children with SEND and other additional needs, including those those eligible for pupil premium funding
- To design, coordinate and evaluate targeted interventions
- To maintain the SEND register of pupils and to support in effective identification of children with SEND
- To lead on applications for Educational Health Care Plans and on Annual Reviews for children with Educational Health Care Plans
- To effectively lead and coordinate a team of learning support staff
- To liaise with outside professionals, including, but not limited to, Educational Psychologists, CAMHS professionals, SaLT, OT, Physiotherapists
- Be proactive in identifying and delivering support for vulnerable families
- Develop and implement strategies to improve outcomes for identified underachieving groups of children including those of black and black heritage families.
- To contribute to the School Improvement Plan (SIP), as well as the Self Evaluation Form (SEF)
- Be ambitious for all children and demonstrate the ethos and values of the school through your own excellent practice
- Support the day-to-day management of the school and take responsibility for running the school in the absence of the Headteacher
- Carry out the professional duties of a teacher as required
- Carry out the role of Deputy Safeguarding Lead

## **1. Leadership**

- Maintain a strategic overview of inclusion across the school, collaborating with others and motivating them towards shared goals which will drive school improvement
- Work in partnership with the Headteacher, other leaders and governors to formulate and implement an ambitious school vision and related aims and objectives, and to lead and manage change towards meeting these goals
- Work in partnership with the Headteacher and other leaders to ensure robust self-evaluation (SEF) of school performance - including by analysing attainment and progress, identifying trends, strengths and areas for development as comparable to national and local data
- Contribute to the school development planning process by being proactive in identifying priorities; formulating, implementing and reviewing appropriate plans and policies; and driving improvements across the whole school
- Develop, implement and review priorities and action plans and evaluate the impact of interventions
- To work with all stakeholders to secure a commitment to the vision and direction of the school
- To lead assemblies
- To play a full role in the wider Senior Leadership Team of the school

## **2. Developing Self & Others**

- Be an excellent role model, promoting high expectations of self and others and contributing to a collaborative learning culture which embraces continuous improvement
- Promote a culture of inclusion within the school community where all views are valued and taken into account
- Be reflective, demonstrating a desire to improve and learn and taking account of feedback from others
- Keep abreast of current research, theory and practice in relation to inclusive teaching and learning
- Secure the active involvement of staff in their own learning, by facilitating and delivering appropriate professional development
- Coach and mentor staff as part of a performance review cycle
- Manage your workload and that of others to ensure an appropriate work/life balance

## **3. Teaching and learning**

- Take a lead role in ensuring an ethos of challenge and support where all children can achieve success
- Provide in class support and advice on SEND teaching strategies, for colleagues; this may include observation and feedback, team teaching or teaching whilst being observed.
- To ensure that all staff understand their statutory duty to all identified SEND children
- Be an excellent role model, exemplifying high quality, inclusive teaching which is sensitive to the needs and vulnerabilities of children, raises achievement, guides children to become reflective and independent learners and inspires others
- Ensure the effective monitoring of inclusive practice across the school, challenging and supporting underperformance and actively participating in Pupil Progress Reviews

- Develop and maintain a whole school provision map which ensures a clear overview of programmes and interventions for different groups of children across the school
- Maintain a clear overview of the progress of children with additional needs and their access to the curriculum through leading regular inclusion meetings
- Maintaining a clear overview of assessment procedures and outcomes for groups of children with additional needs in line with school policies and statutory requirements and ensuring that interventions are appropriately targeted
- Being committed to recognising and nurturing the skills and talents of all children within a creative curriculum

#### **4. Working in partnership**

- Contribute to strengthening the school community and promote collaborative working within and beyond the school
- Recognise and respect the contributions that colleagues, parents/carers, volunteers and governors can make to the academic development and wellbeing of children
- Build and maintain relationships with children, parents, staff, outside agencies and members of the wider community and communicate effectively with them
- Seek opportunities to involve parents and the wider community in enriching learning experiences for children and adults
- Work with leaders to build and maintain a school culture and curriculum which promotes inclusion and equality and reflects the richness and diversity of the school's community
- Work with the Headteacher and other senior leaders to collaborate with other schools and organisations in order to share expertise and bring positive benefits to each other
- Work with the Governing Body to enable it to meet its responsibilities, including by attending and contributing to Governors' meetings.

#### **5. Management**

- Oversee inclusion and support the Headteacher in the smooth day-to-day management of the school, deputising in their absence
- Support the behaviour policy of the school and be a role model for others
- Ensure that resources, including the deployment and timetabling of staff, effectively and efficiently support inclusion across the school
- Contribute to ensuring appropriate Health and Safety requirements are met, including where appropriate, supervising children outside teaching hours
- Carry out the role of Deputy Safeguarding Lead

#### **6. Other Responsibilities**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

The post holder will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description

The post holder will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of the school

**Our commitment to safer recruitment:**

**Rokesly Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. Positions are subject to safer recruitment checks, including references and an enhanced DBS check**

Closing date for all applications: **midday on Monday 23rd May 2022**

**Interviews and tasks** will be held on **Thursday 27th May 2022**

We strongly recommend that applicants visit our school. Please phone or email the school office to book your visit.

At Rokesly...

**Our community is warm and welcoming**

**Learning is fun and fascinating**

**We celebrate the things that make us special**

**We challenge ourselves to go further**