

OAKDENE PRIMARY SCHOOL

Job Description

Job Title: Senior Leader - Additional Needs Co-ordinator and Curriculum Manager

Responsible To: Headteacher

Main Purpose of the Job:

To assist the Headteacher in the leadership and management of the school by:

- ✿ being a strong advocate for change and to champion school improvement.
- ✿ conveying a positive 'can do' attitude to secure successful outcomes for all Oakdene children
- ✿ supporting the development and achievement of the School's vision to secure success and improvement.
- ✿ playing a major role in ensuring high quality education for all pupils and improvement in standards of learning.
- ✿ Helping to secure commitment of the wider community in developing and maintaining effective networks through local clusters, Learning Network, Teaching Schools and Parental engagement.

Duties:

The Senior Leader will:

- ✿ Be accountable for progress of all children deemed to have Additional Needs in School, including all vulnerable groups.
- ✿ Ensure that all curriculum policies are kept up to date, adhered to and monitoring is taking place in accordance with the policies.
- ✿ Ensure that monitoring and evaluation is acted upon to secure School Improvement in all areas of School life.
- ✿ Ensure the curriculum across the School is implemented and delivered to a high standard and children are all receiving their full entitlement
- ✿ Lead by example in all areas of the Curriculum and lead a Core Subject and / or Foundation Subjects across the whole School improving and maintaining standards
- ✿ Produce and maintain policies for relevant areas of the curriculum.
- ✿ Be an active and innovative member of the Senior Leadership Team.
- ✿ Oversee all aspects of the SENCo role: organising meetings, preparing reports and panel reviews and EHC plans.

- ✿ In the absence of the Deputy Headteacher, take responsibility for the behaviour management system in the school ensuring all incidents are logged and reported.
- ✿ The applicant will be required to safeguard and promote the welfare of our children and young people and demonstrate a proactive approach to the management and organisation of Safeguarding at the school.