

King Athelstan Primary School

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Headteacher: Emily Newton

JOB DESCRIPTION

Title of Post	Assistant Head Teacher (Inclusion)
Salary	£60,152 - £67,504 (September 2025 rates pay award 2026 pending)
Contract	Permanent
Responsible to	Senior Leadership Team and Headteacher

JOB PURPOSE

- Serve as a key member of the Senior Leadership Team, driving effective leadership, raising standards of learning and teaching, and improving outcomes for all pupils, with a particular focus on those within Inclusion categories.
- Hold strategic responsibility for all aspects of Inclusion (including SEND, EAL, EMA, CAN, Pupil Premium, Safeguarding, SEMH) and Pastoral Care across the school.
- Provide strategic leadership of behaviour across the school, ensuring a safe, inclusive, and positive environment where every child can thrive.
- Act as one of three Designated Safeguarding Leads (DSLs) for the school with specific responsibility for training.

IMPORTANT RELATIONSHIPS

- Children, Parents and Carers including the Parents, Carers and School Association
- Members of the teaching and support staff including voluntary and contract staff
- Key stakeholders e.g. governors, members of the local community and Extended School Provision
- Achieving for Children (AfC) team (Local Authority Kingston & Richmond Partnership) and Local Authority staff in other boroughs
- Inclusion Leads at other schools within the Local Authority
- The school's School Improvement Partner
- Professionals from other agencies such as Health and Children's Services

KEY RESPONSIBILITIES

Strategic Leadership and Management

- Contribute to the wider strategic development and day-to-day management of the school as a member of the Senior Leadership Team.
- Oversee the day-to-day operation and ongoing strategic development of the school's SEND policy, including planning and coordinating the work of external professionals.
- Champion the inclusion and safeguarding of all pupils, removing barriers to learning and ensuring school compliance with the SEN Code of Practice (2014).
- Lead the development, implementation and monitoring of the whole-school behaviour policy, ensuring consistent and effective practice across all phases.
- Monitor, analyse, and report on behaviour data and exclusions, identifying trends and areas for improvement.
- Provide strategic oversight of the school's Internal Alternative Provision.

Inclusion and SEND Provision

- Coordinate and lead the identification and assessment of pupils with SEND, ensuring that appropriate interventions and support are in place.
- Advise on the effective deployment of resources to meet pupils' needs.
- Support and train staff in effective strategies for teaching pupils with SEND, including those with complex needs.
- Maintain accurate SEND records, SEN Plans.
- Monitor and evaluate the impact of SEND provision, reporting regularly to the leadership team, governors and other agencies as required.
- Fulfil the statutory duties of a SENCo, including leading EHC needs assessments and placement consultations.
- Coordinate and lead review meetings, including EHCP annual reviews.

Designated Safeguarding Lead

As part of team of 3 DSLs:

- Lead on safeguarding and child protection matters, acting as a main point of contact for all staff, pupils, parents/carers, and external agencies.
- Maintain detailed, accurate, and secure written records of concerns and referrals in line with school policy.
- Signpost and refer children and/or families to appropriate services to improve outcomes, including referrals to the Single Point of Access (SPA – Kingston's Children's Services)
- Liaise with professionals from other agencies, including the voluntary sector, to ensure families are well supported and that information is shared appropriately.
- Attend child protection conferences, core group meetings, and multi-agency meetings as the school representative as necessary.
- Hold a range of cases as the lead professional/named person and report to regular external and internal safeguarding meetings.

With specific responsibility to:

- Liaise with other schools to ensure information is received and passed on when children join or leave the school.
- Support staff in understanding and carrying out their safeguarding responsibilities, providing advice, guidance, and training as required.
- Ensure the school's safeguarding policies and procedures are kept up to date and are followed by all staff.
- Deliver regular safeguarding training and updates to all staff and governors.
- Work closely with all staff to ensure that safeguarding is embedded in the school culture.
- Promote an inclusive approach to safeguarding, supporting the needs of all children, including those with additional needs.
- Lead on the development and implementation of strategies to support vulnerable pupils and those at risk of harm.

Behaviour and Pastoral Care

- Coach, train, and support staff in behaviour management strategies, including trauma-informed and restorative approaches.
- Lead restorative practice, pastoral interventions, and develop and oversee pupil support plans.
- Support reintegration, attendance improvement, and transition for pupils returning from exclusion or with SEMH needs.
- Design and deliver CPD and mentoring for staff on behaviour management and inclusive practice.
- Model a calm, positive presence and foster a positive school culture.
- Promote trauma-informed approaches and champion pupil wellbeing.

Partnership and Communication

- Liaise with parents and carers to ensure they are informed and involved in their child's support and progress.
- Liaise proactively with families, the SEND team, and external agencies to support pupils' needs.
- Attend relevant meetings at school, cluster, and local authority level to represent the school and share best practice.

Teaching and Learning

- Model and maintain high standards of classroom teaching, supporting pupils' learning and behaviour both in and out of the classroom.
- Retain a small element of teaching responsibility, as well as working out of class to support strategic and operational inclusion priorities.
- Lead staff in embedding high quality, inclusive teaching practices across the school.

Line Management and Staff Development

- Line manage the Inclusion team and Teaching Assistants (TAs), including performance management, professional development, and deployment.
- Support induction processes for new pupils and staff, particularly in relation to inclusion and safeguarding.
- Provide coaching, mentoring and training to staff across the school to build capacity in inclusive practice and behaviour management.

General Duties

- Carry out any other duties as reasonably directed by the Headteacher.

REVIEW

This job description is subject to annual review and may be amended by the Headteacher in discussion with the post holder in the light of changes to King Athelstan Primary School or to provide appropriate development opportunities or the addition of any other duties.

This job description was last reviewed April 2026