



ASSISTANT HEAD TEACHER & SENCO	
JOB DESCRIPTION	
NAME	Assistant Head Teacher & SENCO
ACCOUNTABLE TO	Deputy Headteacher
SCALE	L8 - L15
DURATION	Permanent
APPOINTMENT	January 2027 or sooner if available
JOB PURPOSE	To be an Assistant Head Teacher on the senior leadership team, supporting the Executive Head Teacher/Head of School in whole school improvement and in the drive for the school to be recognised as Ofsted 'Strong Standard'. To be the school SENCO & lead the wider learning support team.
Key Area	Responsibility
Responsibilities <i>Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</i>	Strategic Leadership & Governance - Lead the whole-school SEND and medical strategy, fostering an inclusive culture with high expectations for all learners. - Design, monitor, and evaluate the SEND strategy and budget allocation to narrow the attainment gap and ensure maximum impact. - Line manage designated team members and support staff, holding team members accountable for high standards of provision. - Report routinely to the Headteacher and Governing Body on provision effectiveness, cohort outcomes, and resource allocation. - Work closely with the SEND Link Governor to ensure the Governing Body fulfills all statutory duties. - Serve as the statutory Designated Teacher for Looked After and Previously Looked After Children, championing and leading multi-agency collaboration with Virtual Schools and social care. Statutory Compliance & Operations - Ensure total compliance with the Children and Families Act 2014, Equality Act 2010, and the SEND Code of Practice. - Oversee early identification systems and lead the Assess, Plan, Do, Review (APDR) cycle, including Individual Support Passports and provision mapping. - Manage the complete EHCP lifecycle—from initial application through to Annual and Emergency Reviews—in partnership with the Local Authority. - Maintain rigorous, compliant, and up-to-date SEN documentation and records across the school. Quality of Education & Staff Development - Collaborate with the Teaching & Learning team to develop adaptive teaching approaches and evidence-based pedagogy across all subjects. - Monitor, evaluate, and assure the quality of classroom provision and targeted interventions for pupils with SEND. - Design and deliver high-quality CPD for teachers and Learning Support Assistants to build whole-school capacity.

	- Track cohort performance data routinely to inform targeted interventions, deployment of Teaching Assistants, and value-for-money assessments. Stakeholder Engagement & Pupil Welfare - Establish proactive partnerships with parents and carers through regular communication, consultation, and structured pupil/parent voice initiatives. - Collaborate with attendance and pastoral teams to remove barriers to learning and drive high attendance for SEND students. - Coordinate robust transition arrangements with feeder and destination schools to ensure continuity of care and learning. The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.		
Areas of Accountability	- SEND department - Medical needs - Designated teacher for Looked After Children		
Professional development	- Keeping up to date with national requirements with regard to SEND, medical and Looked After Children - Lead and participate in further training and professional development of colleagues with regard to SEND, medical and Looked After Children.		
Discipline, health and safety	- To work within school policies and procedures to maintain good behaviour and discipline amongst students, ensuring their health and safety both within the classroom, school premises and where they are engaged in authorised school activities elsewhere. - To work in accordance with the guidelines set out in the school Health and safety policy and specific faculty areas.		
Examinations	- Participate in arrangements for preparing students for external/internal examinations, in assessing students for the purpose of such examinations. - Line management of Assistant SENCO and Access Arrangements team for exams.		
Inclusion	Foster a culture of pupil belonging in collaboration with external agencies, parents, and governors to remove barriers to learning and promote social and emotional well-being across the school community, particularly those disadvantaged.		
General Responsibilities	- To be involved in the active process of safeguarding children in accordance with KCSIE - Contribute to the professional development of colleagues. - Promote the school's values and ethos in accordance with the School's Professional Code of conduct. - Work actively to develop professional expertise by participating in ongoing professional development.		
Review of job description	This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Executive Head Teacher/Head of School. It may be subject to modification and amendment at any time after consultation with the post holder.		
Signed member of staff		Date	
Signed appraiser		Date	

Approved Executive Head Teacher/ Head of School		Date	
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