



**Assistant Headteacher for
Inclusion
Application Pack**





Welcome

Dear Candidate,

I am delighted you have taken the time to learn more about Seymour Park Community Primary School and are considering applying to join our successful senior leadership team and wonderful school family.

We are looking for an outstanding educator, leader and partner.

Someone who is passionate about inclusion and SEND. An experienced Inclusion Lead or SENDCO with the highest aspirations for ALL children. Someone who is ready to make a world of difference to our children's lives and shape the future of our wonderful school.

Is that you?

This is an exciting opportunity to join Seymour Park and develop your career. The role combines Inclusion Lead and SENDCO with an Assistant Head role. This reflects the priority we give inclusion and SEND across our school, whilst strengthening our leadership team.

Seymour Park Community Primary School is a large, vibrant and thriving school family in the heart of Old Trafford. Children at Seymour Park love their school and thrive. We are incredibly proud of our highly successful outstanding school, especially our status as one of the only GOLD UNICEF Rights Respecting Schools in the UK.

This success comes from our unrelenting commitment to providing all our children with the fullest possible educational experience. We call this the Seymour Park Experience. Our children enjoy regular ukulele lessons, learning in our state of the art Digital Hub, and performing Shakespeare as part of the Children's Shakespeare Festival at the Lowry Theatre.

Working at Seymour Park is incredibly rewarding. **We make a world of difference.** Our brilliant staff team are dedicated to our children and we in turn are dedicated to them. Their welfare and wellbeing matter to us. This includes our leaders. Our supportive leadership culture, non class-based roles, supervision and welfare package are examples of how we live this promise to our leaders. We also offer high-quality professional development, career support and the opportunity to shape our school's development and future success.

If Seymour Park Community Primary School sounds like a school where you would love to lead and make a world of difference to our children's lives, we would love to hear from you.

With best wishes,

Tom Johnson

Headteacher

Our Vision

Seymour Park Community Primary School has a clear vision for the future of our school and the education of our children. Our vision is a promise to our children and is best summed up by our motto:

Making a World of Difference.

We believe education matters and changes lives. We empower our children to make a difference in their own lives, the life of their community, and in our world. At Seymour Park we provide our children with an education that makes a world of difference.

Our vision is founded on our core values and our commitment to children's rights as a proud UNICEF Rights Respecting School.

Respect

We are a vibrant, diverse school family where everyone is welcomed, valued and treated with fairness.

Care

We nurture, support and show compassion in all that we do; placing children at the heart of our school family.

Growth

We have limitless ambitions for every member of our school family as we learn, develop and thrive together.

Children's Rights

Seymour Park Community Primary School is proud to be a GOLD Rights Respecting School. Children's rights are learned and lived here.

Our values and our commitment to children's rights determine how we work together to achieve our vision. They embody who we are as a school and underpin every decision we make. They guide us, ground us and bind us together as ONE school family. A school family making a world of difference.



Children's education should develop each child's personality, talents and abilities to the fullest.' Article 29 UN Convention on the Rights of the Child

Advert

Seymour Park Community Primary School

Assistant Headteacher for Inclusion and SENDCO

Start Date: September 1st 2025

Pay scale: Leadership Scale L11 – L15

Full time and permanent

A unique opportunity has arisen to shape the future of our outstanding community school.

Seymour Park Community Primary School is a large, dynamic and thriving school family in the heart of Old Trafford. We are seeking an experienced and dedicated senior leader to join our school's senior leadership team. The role combines Inclusion Lead and SENDCO with an Assistant Head role that reflects the high priority given to inclusion and SEND across our school, whilst also strengthening our leadership team.

The successful candidate will be passionate about inclusion and SEND. They will have the highest aspirations for ALL children. They will be ambitious to further develop world-class inclusive practice across our school. They will be ready to make a world of difference to our children's lives and shape the future of Seymour Park.

We are looking for:

- A forward-thinking leader who is ambitious for all children and dedicated to providing them with the fullest possible educational experience.
- An experienced and qualified SENDCO committed to working in partnership to effectively develop our strong school systems and achieve the best outcomes for learners with SEND.
- Experience of senior, strategic leadership and a track record of positive school improvement impact and innovative thinking
- A torchbearer for our school values and children's rights
- A team player committed to collaborative working who can inspire, challenge and care for our staff, children and parents
- Someone who is enthusiastic, compassionate and positive
- An outstanding role model for our school family with an understanding of the challenges and rewards of teaching in a vibrant and diverse urban community

We can offer the successful candidate:

- Incredible children who love their school and love to learn
- A successful and ambitious community school with a clear vision and the highest aspirations for all its children.
- A non-class based role with the opportunity to access the best professional development
- The opportunity to make change and drive innovation
- A supportive Headteacher, leadership team and school family



- A welcoming and friendly school community
- A school that cares for and nurtures every member of our school family, including our staff.
- An outstanding school (Ofsted December 2023)
- An extensive health and wellbeing package provided through Education Mutual
www.educationmutual.co.uk

Our headteacher would warmly welcome potential candidates to visit the school. School tours will be offered from 1.30 on Tuesday 1st April and Tuesday 22nd April. Joining a tour of school can be arranged by contacting the school office on 0161 872 1150 or emailing recruitment@seymourpark.com

To apply, please complete the application form and return to recruitment@seymourpark.com

More information about our school can be found on our website: www.seymourpark.com

Closing Date: Thursday 1st May 9am

Shortlisting: Thursday 1st May

Interviews Days: Tuesday 6th May and Wednesday 7th May

The Governing Body is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an enhanced check for regulated activity from the disclosure and barring. We take data protection seriously and details of how we manage your data can be found here:

www.seymourpark.com/641/gdpr

Person Specification

Criteria		Essential /Desirable
Qualifications and Training	Qualified Teacher Status (primary) Safeguarding training DSL training Completed or be studying for the NASENCO qualification or NPQ for SENDCOs Evidence of recent and relevant training and CPD	Essential Essential Desirable Essential Essential
Teaching Experience	Successful teaching experience with a track record of outstanding primary teaching Experience of enabling pupils with different learning needs and varying starting points to maximize their learning Experience teaching in a school that serves a diverse urban community including supporting EAL learners Extensive experience of teaching SEND learners	Essential Essential Essential Essential
Leadership Experience	Experience as SENDCO or of managing inclusion Experience of working in partnership with outside agencies, children, parents and staff. Managing a staff team effectively through effective support and challenge including appraisal Leading an aspect of school improvement in school Monitoring and Evaluation of Teaching and Learning Evidence of inclusion innovation Leading school based professional development Data analysis and reporting Budget management Experience of being a member of a Senior Leadership Team	Essential Essential Essential Essential Essential Essential Desirable Desirable
Knowledge	The SEN Code of Practice and its practical application The EHCP process and the evidence needed for successful applications An excellent understanding of inclusive practice within primary curriculum and assessment and Ordinarily Available Inclusive Provision The impact of Social Emotional Mental Health and wellbeing on children's learning Understanding of pedagogy and how children learn The features of outstanding teaching and learning Strong understanding of the principles behind good school improvement including school improvement planning, monitoring, review and evaluation	Essential Essential Essential Essential Essential Essential Essential

	The roles and responsibilities of educational psychologists and of learning and behaviour support The funding support mechanism for SEND Knowledge and understanding to support EAL children GDPR & Equality duties Children's Rights within the UNCRC	Desirable Desirable Essential Essential Desirable
Skills and abilities	Ability to positively influence school improvement Organise and sustain effective inclusion systems Manage teaching assistants in support of SEND pupils Good influencing and negotiating skills Make consistent judgements based on careful analysis of available evidence Good communication and presentation skills, both written and oral, to inform, enthuse and motivate a range of audiences about SEND and inclusion Excellent organisation skills and the ability to meet challenging deadlines Ability to analyse data and accurately draw out implications for school improvement Strong ICT competency Respect for others' social, cultural, linguistic, religious, ethnic backgrounds with an understanding of how these may affect their learning and lives Working with parents in a supportive manner Have a positive approach to behaviour management Ability to use Google Workspace, CPOMS, Arbor, Liquid Logic, Insight and FFT	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Desirable
Personal and Professional Attributes	Have the highest aspirations and expectations for all children regardless of their background or starting points A team player who enjoys collaboration Ability to build effective working relationships based on mutual respect and trust Enthusiasm and a passion for learning Willingness to actively contribute to broader leadership needs and activities within school Commitment to professional development Willingness to engage in the wider life of the school Self-motivated, adaptable and can work under pressure to deadlines Enthusiastic, compassionate and positive with a good sense of humour Ability to maintain confidentiality	Essential Essential Essential Essential Essential Essential Essential Essential Essential

Job Description

Position: Assistant Headteacher

Remit: Inclusion and SENDCO

Permanent and Full time

Salary/Grading: Leadership scale L11 – L15

As Assistant Head, you will

- Work alongside the Headteacher, Heads of School and Assistant Headteachers of EYFS/KS1 and KS2 to drive the strategic direction of the school.
- Promote and support the school's culture, vision and values.
- Contribute to the development of school evaluation and improvement at a strategic and operational level
- Contribute to the daily management and running of the school
- Maintain high expectations and professional standards
- Be visible, accessible and present within school for staff, children and parents.
- Be able to fulfil statutory duties regarding safeguarding pupils and health and safety including the role of DDSL (see below).
- Work alongside the full Leadership team to monitor Teaching and Learning to maintain high standards.
- Work alongside the full Leadership team to ensure the school curriculum meets the needs of pupils and is achieving its aims.
- Support middle leaders and faculty leaders in their roles.
- Work in partnership with school governors.
- Support the development and delivery of CPD in line with the school's improvement plan.
- Work alongside the full leadership team to promote the strong attainment and progress of all pupils.
- Although this is a non-class based role at this time you will still be an excellent classroom practitioner who can support others to enhance provision across the school.
- Manage a team of staff positively, effectively and robustly. This includes probation processes and appraisal.
- Hold staff to account through effective support and challenge, liaising with senior colleagues effectively
- Deputise for the Headteacher and Heads of School when needed.
- Work under direction from the Headteacher and Heads of School.
- Cover lessons including PPA and staff absence

As our Inclusion lead and SENCO, you will:

- Promote a culture of high expectations for ALL children
- Lead and manage the provision for pupils with special educational needs, ensuring school is meeting its statutory responsibilities.

- In line with the SEND Code of Practice, develop and implement effective strategies to teach pupils with SEND and pupils being monitored for SEND. This includes all aspects of the graduated approach, ordinarily available inclusive provision and adaptive teaching strategies.
- Work in partnership with teachers and staff
- Work in partnership and build good relationships with children and parents/carer ensuring their views and voice are heard.
- Work in partnership with Local Authority SEND agencies and partners.
- Monitor and evaluate the progress of pupils with SEN, ensuring that teaching and support is effective.
- Develop and maintain efficient and effective SEND and inclusion systems through strong digital systems and record keeping
- Provide training and support to staff on inclusion and SEND best practice.
- Oversee and manage our Pupil Support team (HLTAs, Learning Mentors)
- Signpost parents and carers to support and guidance.
- Successfully apply for additional funding including EY funding and EHCPs for those eligible.
- Hold annual reviews, transition reviews and if needed, emergency annual reviews, for pupils with EHCPs.
- Have a specific knowledge and understanding of the additional safeguarding vulnerabilities of children with SEND
- Coordinate the school's work to support EAL learners
- Write Inclusion and SEND policies and reports
- Liaise with the Inclusion governor regularly throughout the year
- Contribute to Governors reports and present to Governors
- Keep up to date with national changes within SEND and Inclusion

As one of our Deputy Designated Safeguarding Leads (DSL) you will:

- Have an in-depth knowledge of safeguarding guidance (such as Keeping Children Safe in Education and Working Together to Safeguard Children).
- Being available for all staff to discuss any safeguarding issues or concerns.
- When needed, ensuring that cases of suspected or actual child protection or safeguarding concerns are referred to the appropriate agencies.
- Undergo regular refresher 'train the trainer' training to ensure your own safeguarding knowledge is as up to date as possible and in line with new guidance.
- Being aware of any children who may require specific safeguarding needs and have specific vulnerabilities.

Updated March 2025