

Job Description: Assistant Headteacher for Inclusion

Job Title: Assistant Headteacher –Inclusion

Part- time/Fulltime (3-5 days)

Salary: Leadership Scale L1–L5

Contract Type: Permanent

Reporting to: Headteacher

Line Management: Inclusion team

Teaching Commitment: Maximum 2days per week for a full time position.

Main Purpose

To enhance the life chances of all Oakridge pupils

The Assistant Headteacher Inclusion will play an important role in leading inclusion across the school. This includes strategic leadership and oversight of SEND, safeguarding, pastoral support, behaviour, attendance, pupil premium and children with medical needs.

They will:

- Lead on Inclusion in the school which includes Pupil premium, behaviour, EAL, Attendance and medical needs.
- Be a key member of the Core Leadership Team.

Key Responsibilities

- Lead on the school's vision for inclusion, ensuring high standards of teaching, learning, and outcomes for vulnerable groups (SEND, EAL, disadvantaged, Pupil Premium, and those with medical needs).
- Manage and develop the Inclusion team (SENCo, Pastoral Lead, Attendance Officer, Family & Welfare Officer and HLTAs), including performance management and professional development.
- Oversee attendance, SEND provision, and safeguarding, working closely with relevant staff and governors to ensure robust monitoring, accountability, and impact.
- Develop, implement, update and evaluate inclusion-related policies (e.g. SEND, accessibility), ensuring staff receive targeted CPD linked to school priorities.
- Act as Pupil Premium Lead, monitoring provision and reporting on impact through data, case studies, and action plans.
- Maintain strong communication with parents and external agencies, including updated website information and effective publicity for support services.
- Attend Family and welfare meetings, liaise with the link governor for inclusion, and represent inclusion at governor meetings as required.
- Ensure that all information and publicity relevant to vulnerable pupils is regularly updated on the school website, and advertised to parents as appropriate.
- To lead on attendance and work closely with the attendance officer to ensure attendance is high. Analyse and present attendance data to governors.
- To be an advocate for the inclusion of Pupil Premium, SEN, EAL children and any other vulnerable group.

- Work with the headteacher to plan the overall deployment of Learning Support Assistants throughout the school.
- Lead on whole-school behaviour strategy, supporting staff in implementing a positive behaviour culture taking into account the social and emotional needs of children.
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- Support children with medical needs, ensuring appropriate care plans are in place and managed

Wider (General) Leadership Responsibilities

- Contribute to a positive team culture, believing that *'Every child can,'*
- Be invested in the school's vision of 'Enhancing the Life chances of all our pupils' and model the school's values of Respect, Integrity, Perseverance and Kindness.
- Contribute to the strategic leadership of the school, supporting whole-school priorities, improvement initiatives, and the development of the SDP and SEF.
- Deputise for the Headteacher and Deputy Headteacher when required, taking responsibility for day-to-day school management.
- Ensure a leadership presence throughout the day ensuring that standards in the school are consistently high.
- Work with the Leadership team to monitor and promote high standards of learning and behaviour around the school.
- Provide instructional coaching for ECTs, student teachers, and colleagues, modelling best practice and supporting professional growth when required.
- Contribute to the planning and delivery of professional development, and lead staff meetings, briefings, or working groups where relevant to school priorities
- Communicate effectively with staff, parents, carers, and external partners, modelling professionalism, emotional intelligence, and integrity in all interactions.
- Represent the school externally, seeking opportunities to enhance practice and raise standards across teaching, learning, and inclusion.
- Undertake additional duties as reasonably requested by the Headteacher.
- Organise, support and manage volunteers in the school.
- Teach up to a maximum of 2 days (for a full-time candidate) when required.
- Potentially lead on the school's phonics scheme, monitoring, training, evaluating and ensuring high standards.

Professional Conduct

- Ensure the highest standard of confidentiality and professional conduct at all times, and in particular with other members of staff.
- Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity.
- To ensure that the school's dress code is adhered to.
- To maintain professional behaviour outside school and within the community.
- To maintain high standards with regards to timekeeping.
- To communicate professionally and with respect to all colleagues, adhering to the Oakridge Communication Charter.
- To abide by GDPR policies and practice.
- To act in accordance with the staff code of conduct and teaching standards at all times.

Safeguarding

- Act as an Additional Designated Safeguarding Lead (ADSL), attending safeguarding meetings and contributing to a culture of vigilance
- Ensure safeguarding priorities are embedded across the school
- Promote a safe, respectful, and inclusive learning environment

Health and Safety

- Take reasonable care of their own health and safety and that of co-workers who may be affected by their actions.
- Cooperate with your employer in complying with health and safety duties.
- Not recklessly interfere with or misuse anything provided for health and safety purposes.
- Undergo first aid training when necessary.

JOB CONTEXT: This job profile recognises the requirements of the current Pay and Conditions Document, DFE conditions of employment and reflects the vision, aims, School Strategic Plan and policies of this school.

Contract Terms and Duties

This job description is to be performed in accordance with the attached provisions of the school teachers Pay and Conditions Document within the range of duties set out in that document so far as relevant to the post holder's title and salary grade.