

Assistant Headteacher for Inclusion, SEND & Safeguarding**Contract Type: Permanent****Contract Term: Full-Time****Salary: Leadership Pay Scale L2 – L6****Reporting to: Head Teacher****Role Purpose:**

This is a predominantly non-class-based leadership role, forming a key part of the Senior Leadership Team, with a strategic focus on ensuring high achievement and well-being for all pupils, particularly those in vulnerable groups, including pupils with SEND. This job description is a general outline of the typical duties and responsibilities to be carried out whilst accepting that these may change at the discretion of the Headteacher. It is vital that you have the ability and willingness to be flexible and versatile within this role.

The Assistant Headteacher for Inclusion will lead on embedding inclusive practices across the school, ensuring high-quality provision for pupils with additional needs. They will oversee and develop effective systems for tracking, monitoring, and reviewing interventions, supporting staff to meet the diverse needs of learners through robust provision mapping, whilst ensuring an efficient and effective approach to safeguarding systems and analysis. A central aspect of this role involves using data analysis to inform practice, close attainment gaps and improve outcomes for all learners. You will also act as strategic lead for inclusion, attending, for example, child protection conferences.

The post-holder will work closely with teachers to build capacity, offer professional guidance and ensure consistency in inclusive pedagogy and adaptive classroom practice.

As the Designated Safeguarding Lead (DSL), the Assistant Headteacher will also hold strategic oversight of safeguarding practices across the school, ensuring that all staff understand and uphold safeguarding responsibilities and that procedures are implemented effectively to protect all pupils.

This role requires building strong, positive partnerships with families, external agencies and other stakeholders to ensure the best outcomes for pupils. The Assistant Headteacher for Inclusion will play a critical role in promoting a culture of high expectations, equity and support, ensuring that the school's values and statutory duties under the SEND Code of Practice are consistently met.

Key Responsibilities:

- **Inclusion Lead & SENDCo - Strategic Leadership for SEND and Inclusion:**
 - Develop, implement and monitor the school's SEND policy and provision, ensuring it aligns with the SEND Code of Practice and best practice.
 - As SENDCO, lead and manage the SEND provision policy and practice across the school.
 - Oversee the identification, assessment and provision for pupils with SEND, ensuring high-quality teaching and learning experiences.
 - Work collaboratively with class teachers to develop and implement adaptive instruction and personalised learning plans.
 - Monitor the progress of pupils with SEND and monitor the effectiveness of interventions.
 - Liaise with parents, external agencies (e.g., educational psychologists, WISEND, SENART, speech and language therapists) and other professionals to ensure a coordinated and collaborative approach to meeting pupils' needs.
 - Contribute to the development of whole-school inclusive practices.
 - Contribute to the oversight of planning and delivery within the school's SEND provision.
- **Designated Safeguarding Lead (DSL):**
 - Be the lead person in school for safeguarding matters, taking responsibility for managing and referring child protection concerns with support from Deputy DSLs, attendance officer and pastoral leads in school.
 - Act as a source of support, advice, and expertise for all staff on safeguarding matters.
 - Ensure the school's safeguarding policies and procedures are up to date, understood and implemented effectively by all staff and volunteers.
 - Maintain accurate and confidential records in line with statutory guidance.
 - Liaise with the Local Authority Designated Officer (LADO) and other relevant agencies.
 - Contribute to the development of a safe and positive school culture.
- **Senior Leadership Team Responsibilities:**
 - Contribute to the strategic leadership and management of the school, working collaboratively with the Headteacher and other senior leaders.
 - Take responsibility for whole-school improvement initiatives as agreed with the Headteacher.
 - Play a key role in the development and implementation of the Academy Improvement Plan.
 - Contribute to the monitoring and evaluation of the educational offer and experiences for those children with SEND across the school.
 - Be a visible and approachable leader within the school community.

Other

Any other duties as deemed reasonable, as directed by the Headteacher of the School. This may include some cover of classes.

Safeguarding

The welfare and safety of pupils are the responsibility of all staff in school. All staff must remain vigilant and any concern for a pupil's welfare must always be reported to the Designated Safeguarding Lead in accordance with the school's procedures as set out in the school's Safeguarding Policy. All staff are responsible for ensuring that they fully understand

these procedures and must seek guidance from the Designated Safeguarding Lead if required.

Additional Requirements

- To support and promote the School's Christian vision and values.
- To implement school policies with a commitment to high standards, high expectations and high achievement.
- To attend relevant external meetings.
- St Michael's CE Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants.

Person Specification

Those marked 'Essential' must be demonstrable at the point of Application and interview.

Qualities and Attributes	Essential	Desirable
Qualifications		
5 A*-C/9-5 grades at GCSE including at least C grade/5 in English and Mathematics	✓	
Honours degree or equivalent in the subject that you teach	✓	
Upper second or 1st Class Degree		✓
Qualified Teacher Status (QTS)	✓	
Designated Safeguarding Lead (DSL) training (or willingness to undertake)	✓	
Holds or is working towards the National Award for SEN Coordination (NASENCo) or equivalent qualification/experience/NPQ SEN	✓	
Knowledge and Experience		
Be an outstanding practitioner with a proven track record of raising achievement for all pupils, including those with SEND.	✓	
Have a thorough understanding of the SEND Code of Practice and current legislation related to SEND and Inclusion.	✓	
Possess significant experience and expertise in safeguarding practices and procedures and be willing and able to act as the Designated Safeguarding Lead (DSL).		✓
Be an excellent communicator and collaborator, able to work effectively with pupils, parents, staff, external agencies and the wider community.	✓	
Be strategic in their thinking, with the ability to develop, implement, and monitor effective policies and practices.	✓	
Be committed to their own professional development and the continuous improvement of the school through research based learning.	✓	
Be an active and positive member of the Senior Leadership Team, contributing to the overall strategic direction and leadership of the school.	✓	
Performance Development/Lesson observation in last 2 years' are good or better	✓	
Good/Outstanding Behaviour Management Skills	✓	
Have a clear understanding of the diverse needs of pupils and how to raise progress and attainment of all pupils (e.g. the use of intervention strategies)	✓	

Have a good understanding of developing others		✓
Know how to use skills in literacy, numeracy and ICT to support their teaching and wider professional activities	✓	
Personal		
Demonstrate strong leadership skills, including the ability to inspire, motivate, and support colleagues.	✓	
Must be able to work under pressure, manage own workload effectively and respond swiftly to tight deadlines	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
Sound understanding of current areas of development in the Inclusion	✓	
Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.	✓	
The ambition to develop each pupil to their maximum potential	✓	