

Assistant Headteacher – Inclusion and Achievement

Job Description

Responsible to: Headteacher

Leadership Scale: L10–L15 Outer London, full time

Newbury Park Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Responsible for:

The Assistant Headteacher will provide strategic leadership for Inclusion and Achievement across Nursery to Year 6.

The post holder will have responsibility for ensuring that all pupils, including those with Special Educational Needs and Disabilities (SEND), pupils learning English as an Additional Language (EAL), disadvantaged pupils and other vulnerable groups, are supported to achieve their potential.

The Assistant Headteacher will line manage and support the SENDCo, ensuring that SEND provision is effective, ambitious and focused on improving outcomes for pupils.

Specific areas of responsibility may evolve over time in response to the needs and priorities of the school, and in agreement with the Headteacher.

As a member of the Senior Leadership Team, the post holder shares collective responsibility for ensuring high standards of education, safeguarding, inclusion, behaviour, attendance and outcomes for all pupils.

GENERAL

The duties and responsibilities of teachers, whether on the main professional grade, or during any period of induction, are outlined within the School Teachers' Pay and Conditions Document.

The following is a list of specific activities and responsibilities that the Assistant Headteacher will be required to undertake in addition to the general responsibilities of a teacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least annually and may be subject to modification or amendment at any time in consultation with the post holder.

KEY PURPOSE OF THE JOB

To carry out the professional duties of a teacher other than a Headteacher, as described in the School Teachers' Pay and Conditions Document, including those duties particularly assigned by the Headteacher.

To assist the Headteacher in the leadership and management of the school by providing strategic leadership for inclusion and achievement.

To ensure that all pupils, regardless of need or circumstance, have access to an ambitious curriculum, effective teaching and appropriate support to enable them to succeed.

To promote a culture where inclusion is embedded across all aspects of school life and where barriers to learning are identified and addressed effectively.

The Assistant Headteacher will:

1. Support the Headteacher and Senior Leadership Team in the strategic leadership and management of the school.
2. Take responsibility for leading significant aspects of school improvement relating to inclusion, SEND and achievement.
3. Contribute to the development, implementation and evaluation of the School Development Plan.
4. Provide leadership, support and challenge to colleagues to improve outcomes for all pupils.
5. Carry out teaching duties, as required, in accordance with the school's curriculum and expectations.

Leadership and Management

The Assistant Headteacher will:

- Work collaboratively with the Headteacher and Senior Leadership Team to shape and deliver the vision, values and strategic direction of the school.
- Provide strategic leadership for inclusion across Nursery to Year 6.
- Promote a culture of high expectations, ambition and belonging for all pupils.
- Contribute to school self-evaluation, improvement planning and monitoring.
- Support the development of leadership capacity across the school.
- Provide effective line management and support to the SENDCo, ensuring clear priorities, effective systems and strong outcomes.
- Ensure that inclusion remains central to school improvement priorities.
- Work collaboratively with Lead Practitioners, Subject Leaders and wider staff to develop consistent and effective practice.
- Contribute to recruitment, induction and professional development activities as required.
- Deputise for the Headteacher and Deputy Headteachers as required.

SEND and Inclusion

The Assistant Headteacher will:

- Provide strategic leadership for SEND provision across the school.
- Work closely with the SENDCo to ensure statutory responsibilities are met effectively.
- Ensure SEND provision is ambitious, evidence-informed and focused on improving outcomes.
- Monitor and evaluate the effectiveness of SEND support, interventions and additional provision.
- Ensure that pupils with SEND have access to a broad, balanced and ambitious curriculum.
- Support teachers in developing high-quality adaptive teaching approaches.
- Promote inclusive classroom practice across the school.
- Ensure that barriers to learning are identified and addressed.
- Work closely with families, governors and external professionals to support pupils effectively.
- Contribute to improving outcomes for pupils with SEND and other vulnerable groups.

EAL and Language Development

The Assistant Headteacher will:

- Provide strategic leadership for the development of effective provision for pupils learning English as an Additional Language.
- Promote language-rich classrooms and approaches that support vocabulary development and access to learning.
- Ensure staff understand strategies to support pupils at different stages of language acquisition.
- Monitor outcomes for EAL pupils and identify strategies to improve progress and achievement.

Achievement and Vulnerable Groups

The Assistant Headteacher will:

- Monitor and evaluate outcomes for identified groups of pupils.
- Analyse attainment, progress and other relevant information to identify barriers and priorities.
- Develop strategies to improve outcomes for disadvantaged pupils and vulnerable groups.
- Ensure interventions are targeted, appropriate and evaluated for impact.
- Work collaboratively with colleagues to ensure pupils receive appropriate support to achieve well.

Teaching and Learning

The Assistant Headteacher will:

- Carry out teaching duties as agreed with the Headteacher, providing an excellent model of teaching practice.

This may include:

- Teaching a class;
- Teaching targeted groups;
- Demonstration lessons;
- Team teaching;
- Supporting colleagues through coaching and professional dialogue.

The Assistant Headteacher will:

- Support teachers in developing inclusive teaching approaches.
- Contribute to monitoring and evaluation of teaching and learning.
- Provide coaching, mentoring and professional development.
- Work collaboratively with the Deputy Headteacher for Quality of Education and Standards to ensure teaching meets the needs of all pupils.

Other Duties and Responsibilities

The Assistant Headteacher will:

- Attend meetings in accordance with school policy.
- Lead meetings and training sessions as required.
- Prepare and present reports for governors, leaders, parents and external agencies.

- Undertake duties and responsibilities appropriate to the role of Assistant Headteacher as directed by the Headteacher.
- Attend occasional meetings during evenings, weekends or school holidays where required.

Organisational Objectives

The post holder will contribute to the school's objectives in service delivery by:

- Enacting Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- Operating within the school's Equal Opportunities framework.
- Contributing to improving standards and outcomes for all pupils.
- Supporting a caring, inclusive and stimulating environment for pupils.
- Promoting the vision, values and ethos of Newbury Park Primary School.

Conditions of Service

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by governors.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974.

Because this post allows substantial access to children, the successful candidate will be required to complete enhanced DBS checks and comply with safer recruitment procedures.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the school's equality, diversity and inclusion policies.

This job description may be amended at any time in consultation with the post holder.

Last review date: September 2026

Next review date: September 2027

Headteacher/Line Manager's signature:

Date:

Postholder's signature: _____

Date: _____

PERSON SPECIFICATION: Assistant Headteacher – Inclusion and Achievement

Qualifications and Training

Essential

The successful candidate will:

- Hold Qualified Teacher Status (QTS).
- Be a graduate or hold an equivalent qualification.
- Have evidence of recent and relevant professional development linked to teaching, leadership and school improvement.

Desirable

The successful candidate will:

- Have completed or be working towards NPQSL, NPQH or another recognised leadership qualification.
- Have undertaken relevant professional development relating to SEND, inclusion, EAL, adaptive teaching, safeguarding or pupil wellbeing.
- Hold or have experience of SEND leadership training.

Knowledge and Understanding Relevant to the Job

Essential

The successful candidate will demonstrate:

- An excellent understanding of current educational developments, including effective practice in teaching and learning within a primary school context.
- A strong understanding of inclusion and how schools can remove barriers to learning and participation.
- Secure knowledge and understanding of the SEND Code of Practice and statutory responsibilities relating to pupils with additional needs.
- An understanding of how high-quality teaching, adaptive teaching and effective classroom practice enable pupils with SEND and other vulnerabilities to achieve well.
- Knowledge of effective strategies for supporting pupils with SEND, EAL and other barriers to learning.
- An understanding of how assessment, tracking and evidence can be used to identify needs, monitor progress and evaluate impact.
- An understanding of effective intervention strategies and the importance of evaluating their impact.

- Knowledge of equality, diversity and inclusion issues and how they can be addressed within a school environment.
- An understanding of the importance of early identification and effective support for pupils with additional needs.
- An understanding of the role of parents, carers, external agencies and professionals in supporting pupil achievement.
- A clear understanding of how inclusion contributes to whole-school improvement and improved outcomes for pupils.

Experience Relevant to the Job

Essential

The successful candidate will have:

- Recent, significant and successful teaching experience within the primary phase.
- Successful experience of leadership responsibility within a primary school setting.
- Experience of leading or contributing significantly to improving an aspect of school provision.
- Experience of supporting pupils with SEND, EAL and/or other barriers to learning.
- Experience of improving outcomes for vulnerable groups of pupils.
- Experience of supporting and developing colleagues through coaching, mentoring or professional development.
- Experience of monitoring teaching, learning and provision to secure improvement.
- Experience of analysing pupil progress and attainment information to identify priorities.
- Experience of working effectively with families and external professionals.
- Experience of contributing positively as part of a leadership team.
- Experience of promoting inclusive practice across a school or phase.

Desirable

The successful candidate will have:

- Experience of line managing or supporting a SENDCo.
- Experience of leading SEND provision across a school.
- Experience of developing EAL provision.
- Experience of preparing for SEND reviews, Local Authority visits or external scrutiny.
- Experience of leading staff training linked to SEND, inclusion or adaptive teaching.
- Experience of developing provision for disadvantaged or vulnerable pupils.

Aptitude and Skills

Essential

The successful candidate will demonstrate:

- The ability to provide strategic leadership and contribute effectively to school improvement.
- The ability to articulate a clear vision for inclusive education and improved outcomes for all pupils.
- The ability to inspire, motivate and develop colleagues.
- The ability to support and challenge staff in order to improve practice.
- Strong analytical skills, with the ability to interpret information, identify priorities and evaluate impact.
- The ability to use evidence effectively to inform decision making.
- Strong organisational skills and the ability to manage competing priorities effectively.
- Excellent communication skills, both verbally and in writing.
- The ability to build positive and effective relationships with pupils, staff, parents, governors and external professionals.
- The ability to work collaboratively as part of a Senior Leadership Team.
- The ability to demonstrate resilience, flexibility and professionalism.
- The ability to maintain high expectations while providing appropriate support and challenge.

Personal Qualities

Essential

The successful candidate will:

- Have a strong commitment to inclusion and equality of opportunity.
- Believe that every child can achieve and should have access to an ambitious education.
- Be an excellent role model for pupils and staff.
- Demonstrate integrity, professionalism and emotional intelligence.
- Be approachable, supportive and able to build trusting relationships.
- Demonstrate enthusiasm, resilience and a solution-focused approach.
- Be reflective and committed to continued professional growth.
- Have the ability to work positively and collaboratively with colleagues.
- Share and promote the vision, values and ethos of Newbury Park Primary School.

Additional Requirements

The successful candidate must:

- Support and promote the safeguarding and welfare of children.
- Maintain confidentiality and professional standards at all times.
- Be committed to equality, diversity and inclusion.
- Be willing to undertake duties and responsibilities appropriate to the role of Assistant Headteacher as directed by the Headteacher.

This person specification may be amended at any time in consultation with the post holder.

Last review date: August 2026

Next review date: August 2027