



# Job Description

<b>Job Title</b>	<b>Assistant Headteacher - Inclusion</b>
<b>Reports to</b>	Headteacher
<b>Job Purpose</b>	The successful candidate will be responsible for championing inclusion, ensuring that all students, particularly those from key groups, receive the support and opportunities they need to thrive academically and socially.
<b>Duties</b>	<p><b>Strategic Leadership of Inclusion</b></p> <ul style="list-style-type: none"><li>• To provide strategic leadership and development of the school's inclusive practices to ensure high-quality provision for SEND, Pupil Premium, Looked After Children, and other vulnerable learners.</li><li>• Develop and implement a whole-school inclusion strategy, ensuring all students have access to high-quality education and support.</li><li>• Monitor and evaluate the impact of interventions and initiatives aimed at improving progress, attainment, attendance, and well-being for key student groups.</li><li>• Work closely with the Assistant SENDCO, Middle Leaders, and other key staff to drive improvements in inclusive teaching and student outcomes.</li><li>• Ensure compliance with all statutory requirements related to SEND, safeguarding, and inclusion.</li><li>• To be part of the school's safeguarding team as a Deputy Designated Safeguarding Lead.</li></ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"><li>• To work closely with the DHT – Teaching and Learning to promote outstanding teaching and learning practices that are inclusive and adaptive, ensuring that all students can access the curriculum effectively.</li><li>• Collaboration within SLT to provide leadership in high-quality adaptive teaching strategies across all subject areas.</li><li>• Work with Heads of Department and teachers to ensure inclusive classroom practices and effective use of data to inform teaching for key groups.</li><li>• Lead professional development for staff on inclusive teaching, and adaptive strategies for students with diverse needs.</li><li>• Conduct lesson observations, learning walks, and work scrutiny to maintain high teaching standards.</li></ul> <p><b>Student Progress</b></p> <ul style="list-style-type: none"><li>• Strategic oversight of pupil progress and outcomes of students in these key groups.</li><li>• Monitor and analyse student progress data of key groups and oversee the relevant intervention and support</li></ul> <p><b>Inclusion, Reintegration &amp; Behaviour Support</b></p> <ul style="list-style-type: none"><li>• To work closely with the DHT – Pastoral and Personal Development to promote and develop effective approaches to behaviour management and inclusion</li><li>• Lead on reintegration programmes for students who have experienced absence, or other significant barriers to learning.</li><li>• Oversee the school's targeted interventions for students requiring additional behavioural, emotional, or academic support.</li></ul>

	<ul style="list-style-type: none"> <li>• Work with external agencies, parents, and carers to ensure effective support and reintegration strategies for vulnerable students.</li> </ul> <p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>• Work closely with the Senior Leadership Team to contribute to the overall strategic direction of the school.</li> <li>• Provide line management and support for the Assistant SENDCO and relevant pastoral/support staff.</li> <li>• Develop strong relationships with students, parents/carers, staff, and external stakeholders to promote inclusion and achievement.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• All staff must adhere to the School's Safeguarding Policies and Procedures including engaging in annual Safeguarding Training and Updates.</li> </ul>

This job description is current, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: ..... Date: .....  
Employee

Signed: ..... Date: .....  
Line Manager