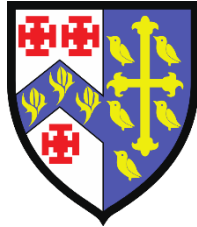


Thank you for your interest in the Assistant Headteacher position responsible for Inclusion (SENCO)



Proud to be part of the St Teresa of Calcutta Multi Academy Company





Assistant Headteacher with responsibility for Inclusion (SENCO)
Leadership Pay Scale L13-L17 (£66,919 - £73,819)
Full time (negotiable)
Permanent contract
Start Date: 1st September 2025 or as soon as possible thereafter

Archbishop Ilsey Catholic School are looking for an exceptional leader to be a passionate advocate for inclusion. The successful candidate will be responsible for ensuring excellent provision and outcomes for our disadvantaged and vulnerable pupils, including those with special educational needs and disabilities.

You will take the lead on developing and implementing the School's strategic plan for inclusion, including for pupils with special educational needs. An important aspect of this role is being the school SENCO.

The successful candidate will be a well-informed, experienced leader who has an excellent track record of providing outstanding support for children and young people in primary and/or secondary schools. They may have experience of working in a special school setting or within the local authority. We are committed to find the right person for this crucial role and will therefore consider both full and part-time applications.

The successful candidate will have an excellent knowledge of the SEND Code of Practice and understand how scarce resources can be deployed effectively to best support our most vulnerable children. They will have high levels of emotional intelligence, be solution focused and committed to working with the pupils and their families, external agencies, colleagues and the Inclusion Strategic Lead for our MAC, in order to deliver the best possible outcomes for our most vulnerable pupils.

Our school is committed to inclusive practice in order to secure excellent outcomes and give our pupils and students an excellent education experience, both inside and outside the classroom. We are a calm and friendly school which proudly serves a diverse community from across Birmingham.

Candidates should be superb communicators, highly systematic and strategic. They must be able to genuinely listen to others and be empathetic but also have the conviction and determination to do what is right for the pupils of Archbishop Ilsey.

We warmly welcome visits to our School where you can meet the pupils, staff and leadership team.

Deadline for applications: 12pm on Wednesday 11th June 2025
Interviews to be held on Wednesday 18th and Thursday 19th June 2025
Please send your completed CES application form to recruitment@ilsley.bham.sch.uk

Message from the Headteacher to interested candidates

Thank you for your interest in this pivotal role of Assistant Headteacher in charge of Inclusion and your interest in joining the senior leadership team.

The ethos of Ilsley is quite simple: as a Catholic school, we want pupils to “let (their) light shine.” We want pupils to believe in themselves, be aspirational and strive to fulfil their vocation, whatever that may be. Pupils are polite and friendly and a real joy to work with. They are the main benefit to working at Ilsley.

We have great facilities: as well as a spacious staffroom, we have a well-stocked library, a sports hall, gym, fitness suite, astroturf and a muga, as well as a swimming pool. We are committed that all staff have a healthy work life balance.

I hope you find this application pack informative and useful. If you read some of our recent newsletters which you can find here <https://www.ilsley.bham.sch.uk/communication/abi-update/> or scroll through our posts from our Twitter account [@ABillsey](https://twitter.com/ABillsey), you will also get a flavour of what day-to-day life is like at Ilsley. I highly recommend you come to visit the school. Simply email recruitment@ilsley.bham.sch.uk and I would be pleased to give you a tour and hear your ideas about the role.

I look forward to meeting you in person. Ciaran Clinton



Our MAC

Archbishop Ilsley is proud to be part of St Teresa of Calcutta MAC, which exists to serve and encourage young people across Birmingham to discover their God given gifts and talents.

Our motto is Dream, Believe, Achieve.

Currently the MAC has six schools: Archbishop Ilsley, Holy Souls and Holy Trinity, The Rosary Catholic Primary School, St Chad's Catholic Primary School and St Joseph's Catholic Primary School.

We are led by our CEO, Professor Paul Ryan. He is ably supported by a high functioning central team, including a School Improvement Strategic Lead, and, crucially for this role, an Inclusion Strategic Lead, who is a former headteacher.

You can more about our MAC by visiting: <https://saintteresaofcalcutta.org.uk/>

Six more primary schools will join our MAC in September and it is the Archbishop's intention that this will rise to 20 over the coming years. All of our schools are based in Birmingham. You can click <https://www.bdes.org.uk/st-teresa-of-calcutta-mac.html> to find more about these plans.



**Person specification for the role of Assistant Head Teacher
responsible for Inclusion**

Qualities and Attributes	Essential	Desirable	Evidenced By
1) Education and Training			
Qualified Teacher with QTS	✓		CES Teacher Application form
Honours Degree	✓		CES Teacher Application form
Broad and up-to-date knowledge and understanding of the SEND Code of Practice and Keeping Children Safe in Education	✓		CES Teacher Application form
NASENCO/NPQ for SEND		✓	CES Teacher Application form
2) Professional experience working in schools			
Successful experience of middle or senior leadership	✓		CES Teacher Application form
Substantial, successful teaching experience	✓		CES Teacher Application form
Successful track record of securing excellent outcomes for pupils vulnerable to underachievement	✓		CES Teacher Application form/ Letter of application
Experience of working in other Catholic schools		✓	CES Teacher Application form
3) Leading and managing staff			
Experience of leading a team and collaborating with other colleagues/teams	✓		Letter of application/Interview
Experiencing of leading/presenting high quality whole staff CPD with an Inclusion focus	✓		Letter of application/Interview
Experience of performance management and supporting the continuing professional development of colleagues		✓	Letter of application/Interview
4) Strategic leadership			
Ability to articulate and share a vision of an inclusive education	✓		Letter of application/Interview
Ability to inspire and motivate staff, pupils, parents and governors to achieve the best possible educational experience for the most vulnerable pupils	✓		Letter of application/Interview

Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these targets	✓		Letter of application/Interview
Awareness of the EEF implementation cycle and the ability and initiative to lead the delivery of a planned strategy		✓	Letter of application/Interview
Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils	✓		Letter of application/Interview
Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management	✓		Letter of application/Interview
5) Quality of Education			
A secure understanding of the requirements of the National Curriculum	✓		Letter of application/Interview
Up-to-date knowledge of national policy, pedagogy, inclusion strategies, inspection findings and statutory requirements, including in relation to SEND and other vulnerable groups	✓		Letter of application/Interview
A secure understanding of implementing the graduated approach	✓		Letter of application/Interview
6) Personal qualities			
Passionate about inclusive education and an advocate for the most vulnerable children and their families	✓		Letter of application/Interview
Solution focused	✓		Letter of application/Interview
High expectations of pupils' learning and behaviour	✓		Letter of application/Interview
Strong commitment to school improvement and raising achievement and progress for all	✓		Letter of application/Interview
Ability to build and maintain good relationships both within school and with external agencies	✓		Letter of application/Interview
Well-organised and able to respond effectively and efficiently to the pressure of competing demands, deadlines and workloads	✓		Letter of application/Interview
Excellent communication skills (both written and verbal)	✓		Letter of application/Interview
High level of integrity	✓		Letter of application/Interview
Ability to have difficult conversations	✓		Letter of application/Interview
Model of good self-care and a responsible work-life balance.	✓		Letter of application/Interview

Job Description for Assistant Headteacher responsible for Inclusion (SENCO)

Post Title: **Assistant Headteacher**

Start date: **1st September 2025 or as soon as possible thereafter**

Reporting to: **Headteacher**

Working Time: **Permanent**

Salary/Grade: **L13-L17 (£66,919 - £73,819)**

1 Introduction

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the directors as employers.

The appointment is subject to the current conditions of service for assistant headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

This job description may be amended at any time, following consultation between the Headteacher and will be reviewed before it is advertised externally.

2 Core Purpose of the Assistant Head Teacher

To set the context, the core purpose of the assistant head teacher is to support the head teacher and deputy head teacher in the professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

The core purpose of this role is to support the head teacher in ensuring the following:

- the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
- the school will ensure behaviour and management systems are clear and consistent to allow the above to take place;
- the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being; recognise their own dignity and the dignity of others as children of God;
- all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

2.3 To promote the mission statement of 'let your light shine' and promote Catholic Social Teaching, when and where appropriate.

3 Key Areas of Responsibility: Inclusion

To carry out the duties of the Assistant Headteacher as set out in the current School Teachers' Pay & Conditions Document. Key Areas of Responsibility:

- To fulfil the statutory duties of the Special Educational Needs Coordinator (SENCO)
- To create, develop and implement a strategic and sustainable school approach to inclusion.
- To provide professional challenge and support for colleagues, holding them to account for the outcomes of SEND pupils, disadvantaged pupils and vulnerable groups.
- Provide advice, guidance and develop creative options to promote good attendance for vulnerable pupils.

- To support and advise in all aspects of SEND and inclusion; developing and implementing effective strategies, policies and procedures that reflect best practice.
- To provide inclusion training based on the needs of our pupils.
- To build and develop effective partnerships with external agencies, including challenging and holding external agencies to account.
- To lead the SEND team and to provide regular supervision for teaching assistants and Assistant SENCO.
- To lead inclusion quality assurance practices across the School.
- To report inclusion outcomes to Local Governing Bodies and MAC Inclusion Strategic Lead.

4 Line Management and governance

To hold regular management meetings with the following members of staff

- The SEND team
- The Head of Year 7
- A Head of Department

In addition, the role dictates that regular contact with the governors should be maintained (at least termly) and to present to governors on request and to liaise with external agencies.

Our Safeguarding commitment

Archbishop Ilsey is committed to safeguarding and promoting the welfare of all its pupils. We believe that:

- Our young people have the right to be protected from harm, abuse and neglect;
- Our people have the right to experience their optimum mental and physical health;
- Every child has the right to an education and young people need to be safe and to feel safe in school;
- Young people need support that matches their individual needs, including those who may have experienced abuse;
- Our young people have the right to express their views, feelings and wishes and voice their own values and beliefs;
- Our young people should be encouraged to respect each other's values and support each other;
- Our young people have the right to be supported to meet their emotional, social and mental health needs as well as their educational needs. Our school will ensure clear systems and processes are in place to enable identification of these needs. Including consideration of when mental health needs may become a safeguarding need;
- Our school will contribute to the prevention of abuse, risk/involvement in serious violent crime, victimisation, bullying (including homophobic, biphobic, transphobic and cyber bullying), exploitation, extreme behaviours, discriminatory views and risk-taking behaviours.

All staff and visitors have an important role to play in safeguarding young people and protecting them from abuse and considering when mental health may become a safeguarding issue.

Please be aware, as part of our rigorous safer recruitment process, we will undertake the following pre-appointment checks if you are successful on the interview day:

- Verification of identity – including an original birth certificate;
- Eligibility to work in the UK;
- An online search;
- DBS Barred List (if a teacher, cover supervisor or pastoral lead);
- Enhanced DBS check;
- That you are not subject to a prohibition order or GTCE restriction;
- That you are not subject to a TS128 prohibition from a management position (if grade 4 or HOD or SLT);
- Qualifications (including degree certificate and A Level results);
- QTS certificate;
- Overseas check may be made if you have lived abroad;
- Two references will be requested and verified.

This position is only available for candidates who have the right to work in the UK. We regret we cannot sponsor candidates from abroad or provide a work visa.

As a new employee you will be expected to uphold and promote our strong safeguarding culture.