



ANGLESEY PRIMARY SCHOOL

Assistant Headteacher - SEND & Inclusion

Job Description | Ambition • Pride • Success

Salary	Leadership Scale L9-L13	Contract	Full time, 195 days
Responsible to	Headteacher	Leadership	Member of Senior Leadership Team
Key responsibility	SEND & Inclusion	SENDCo	Designated SENDCo / statutory lead
School values	Ambition, Pride, Success	Safeguarding	Leadership responsibility

Purpose of the Role

The Assistant Headteacher for SEND & Inclusion will be a key member of Anglesey Primary School's Senior Leadership Team, providing strategic leadership for SEND and inclusive practice across the school. The postholder will ensure that pupils with SEND and other barriers to learning are identified effectively, receive high-quality provision and are enabled to participate fully in school life and achieve well.

Working alongside the Headteacher and senior leaders, the AHT will strengthen inclusive classroom practice, develop staff expertise, lead the school's SEND provision and ensure statutory responsibilities are met. The postholder will promote high expectations for every pupil and help ensure that children experience Ambition, Pride and Success.

Senior Leadership

- Be a visible, proactive and solution-focused member of the Senior Leadership Team, contributing to the strategic direction and day-to-day leadership of the school.
- Support the Headteacher in implementing, monitoring and evaluating the School Improvement Plan and school self-evaluation.
- Provide governors and senior leaders with a clear and accurate picture of SEND and inclusion, including strengths, priorities, provision and impact.
- Lead agreed whole-school improvement priorities and deputise for senior leaders, including the Headteacher, when required.
- Promote a calm, safe, ambitious and inclusive culture in which high expectations apply to all pupils and adults.

SEND & Inclusion

- Provide strategic leadership for SEND and inclusion across the school and fulfil the school's statutory SENDCo responsibilities.
- Ensure robust identification of need and an effective graduated response: assess, plan, do and review.
- Maintain an accurate SEND register and oversee SEND Support Plans, provision mapping, EHCP processes and Annual Reviews.
- Ensure statutory duties under the SEND Code of Practice and Equality Act are met and that relevant policies, accessibility arrangements and records are current.
- Lead and evaluate provision for pupils with SEND, including the effective use of specialist and enhanced provision.
- Ensure pupil and parent voice meaningfully informs assessment, provision and review.



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Key Responsibilities

Quality of Education

- Champion high-quality inclusive teaching as the first response to pupils' additional needs.
- Work with teachers and leaders to strengthen adaptive teaching, scaffolding, curriculum access and appropriate challenge.
- Model, coach and support effective inclusive practice and lead relevant professional development.
- Monitor the quality and consistency of provision through appropriate school evaluation activities and ensure identified actions lead to improvement.
- Ensure interventions and additional provision complement, rather than replace, access to a broad and ambitious curriculum.

Outcomes & Impact

- Use assessment information, pupil work, observation and other evidence to evaluate the progress, participation and outcomes of pupils with SEND and other vulnerable groups.
- Identify patterns, barriers and underachievement and ensure provision is adapted in response.
- Evaluate the impact and value of interventions, resources and additional support rather than measuring provision by activity alone.
- Ensure leaders, teachers, pupils and families understand intended outcomes and next steps.

People, Provision & Partnerships

- Line manage and develop designated inclusion staff, ensuring roles, deployment and accountability are clear.
- Work with senior leaders to deploy staff and resources effectively, securing appropriate support and value for money.
- Build constructive, respectful relationships with parents and carers, particularly where needs are complex or concerns arise.
- Coordinate effective partnership working with Birmingham services and external professionals, including Educational Psychology, Speech and Language Therapy, health and outreach services.
- Ensure transitions into, through and beyond Anglesey are well planned for pupils with additional needs.

Safeguarding, Attendance & Vulnerability

- Contribute actively to the school's safeguarding leadership and fulfil DSL or Deputy DSL responsibilities where designated.
- Recognise the relationship between SEND, safeguarding, attendance, behaviour, communication and emotional wellbeing.
- Work with colleagues and families to identify and reduce barriers to attendance, participation and learning.
- Ensure pupils at risk of exclusion or requiring personalised support receive coordinated, proportionate and regularly reviewed provision.
- Promote an inclusive culture in which diversity is respected and every pupil is safe, known, supported and expected to succeed.

Professional Responsibilities

- Uphold the Teachers' Standards, relevant conditions of employment, school policies and the professional expectations of a senior leader.
- Maintain confidentiality, professional conduct and a strong commitment to safeguarding, equality and the school's values.
- Take responsibility for professional development and participate fully in appraisal/performance management.
- Undertake other reasonable duties commensurate with the level and nature of the post, following consultation with the Headteacher.

This job description will be reviewed periodically and may be amended following consultation to reflect the developing needs of the school.



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Person Specification

We are looking for an experienced, credible and child-centred leader who combines strong SEND knowledge with the ability to improve practice across a large and diverse primary school.

Area	Essential	Desirable
Qualifications & professional development	• Qualified Teacher Status (QTS) • Appropriate SENDCo qualification, or eligibility and commitment to undertake the required qualification • Evidence of relevant continuing professional development	• NPQSL/NPQH or equivalent leadership development • DSL/DDSL or Safer Recruitment training
Experience	• Strong and successful record of primary teaching • Successful leadership experience with whole-school or significant wider-school responsibility • Significant experience of leading SEND and/or inclusion • Experience of working with pupils with EHCPs and external professionals • Experience of developing staff practice through coaching, support or CPD	• Previous SENDCo experience • Experience of specialist/enhanced SEND provision • Experience of contributing to inspection or external review
Knowledge & understanding	• Strong knowledge of statutory SEND responsibilities, EHCP processes and the graduated approach • Strong understanding of inclusive and adaptive teaching • Understanding of how SEND, behaviour, attendance, safeguarding and emotional wellbeing can interact • Sound safeguarding knowledge and commitment to equality	• Knowledge of Birmingham LA procedures and services • Knowledge of EAL and communication needs within diverse school communities
Leadership & impact	• Ability to lead change and secure improvement • Ability to support, challenge and inspire colleagues • Strong analytical skills and ability to evaluate provision and impact • Excellent organisation, judgement and prioritisation • Excellent communication with pupils, staff, families, governors and professionals	• Experience of line managing inclusion, teaching assistant or pastoral teams • Experience of managing complex multi-agency cases
Personal qualities	• Ambitious for all pupils, including those with the greatest barriers to learning • Visible, approachable and child-centred • Calm, resilient and solution-focused • Collaborative while able to make and communicate clear decisions • High levels of integrity, professionalism and confidentiality • Commitment to Anglesey's values of Ambition, Pride and Success	• Active contribution to wider school and community life

Safeguarding

Anglesey Primary School is committed to safeguarding and promoting the welfare of children. The successful candidate will be expected to share this commitment and complete all appropriate pre-employment checks.