

Job Description



Job Title: Assistant Headteacher (SENDCo & Inclusion Lead)

Location: Fairfield Primary School, Cockermouth

Salary: L3 - £54,394 to L7 - £60,443 per annum

Reports to: Head of School / Headteacher

Contract Type: Full-time, Permanent

CORE PURPOSE

To support the Headteacher and Senior Leadership Team in the strategic leadership and day-to-day management of the school, with a specific focus on Special Educational Needs and Disabilities (SEND), inclusion, behaviour, attendance and Early Help. The role is central to ensuring that all pupils, particularly the most vulnerable, receive high-quality support that enables them to thrive academically, socially and emotionally.

Key Responsibilities

1. Strategic Leadership

- Contribute to the overall leadership, vision, and ethos of the school.
- Lead on the development, implementation, and evaluation of whole-school policies relating to SEND, inclusion, behaviour, attendance, and safeguarding early help processes.
- Use data effectively to monitor progress, identify trends, and drive school improvement in key areas of responsibility.
- Support the daily operations of the school where required.

2. SENDCo (Special Educational Needs and Disabilities Coordinator)

- Fulfil statutory duties in line with the SEND Code of Practice.
- Oversee identification, assessment, and provision for pupils with SEND.
- Ensure high-quality, inclusive, adaptive teaching and targeted interventions are in place.
- Liaise with external agencies, parents/carers and staff to support pupil outcomes.
- Co-ordinate and deliver specific training linked to SEND.
- Maintain accurate SEND records and ensure compliance with EHCP requirements.
- Manage a SEND budget to prioritise resource/ staffing, where required.

3. Inclusion Lead

- Promote an inclusive school culture where all pupils feel valued and supported.
- Monitor and address barriers to learning, particularly for disadvantaged and vulnerable groups.
- Lead on equality, diversity and inclusion initiatives across the school.
- Lead, develop and oversee the school's Inclusion Strategy.
- Ensure provision for pupils with additional needs is effective and regularly reviewed.

4. Behaviour Lead

- Lead the development and implementation of the school's Behaviour Policy.
- Promote a positive, consistent, and restorative approach to behaviour management.
- Monitor behaviour data and implement targeted strategies to improve outcomes.
- Support staff with behaviour management strategies and training.

5. Attendance Lead

- Develop and implement strategies to improve whole-school attendance.
- Monitor attendance data, identifying patterns of absence and taking appropriate action.

- Work closely with families, external agencies (including Access and Inclusion), and staff to address persistent absence.
- Ensure statutory attendance procedures are followed.
- Deliver and oversee EBSA plans and work with relevant agencies on reintegration.

6. Early Help and Safeguarding Support

- Act as Early Help Lead, coordinating support for pupils and families in need of early intervention.
- Work closely with the Designated Safeguarding Lead (DSL) to ensure cohesive safeguarding practice.
- Liaise with external services to support vulnerable families.
- Lead and contribute to multi-agency meetings and plans.
- Work as part of the Safeguarding Team, as a Deputy Designated Safeguarding Lead.

7. Staff Development & Leadership

- Provide training and professional development for staff in areas of responsibility.
- Line manage relevant staff, including SEND support.
- Support staff in implementing inclusive and effective classroom practices.

8. Partnership Working

- Build strong relationships with parents, carers, governors and external agencies.
- Represent the school at relevant meetings and networks.
- Promote effective communication between home and school.

9. Stakeholder Engagement

- Foster effective working relationships with staff, governors, Trust colleagues, and external agencies.
- Represent the school in meetings, network groups, and collaborative initiatives.
- Contribute to Trust-wide development and the sharing of best practice.