



Welcome to our Trust

Assistant Headteacher - SEND and
Inclusion
Recruitment Pack



Contents

03

Welcome

05

About Anglian Learning and Stour Valley

07

Working for Anglian Learning

09

Role Summary

10

Job Description and Person Specification

15

How to Apply

Welcome to Anglian Learning

Thank you for your interest in the position of
Assistant Headteacher - SEND and Inclusion.

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Gemma Rule, HR Officer, at hrhub2@anglianlearning.org. Prospective candidates are very welcome to make an appointment to visit our school and discuss the position further.

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.

Jonathan Culpin
CEO, Anglian Learning



Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be.



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together.



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively.



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds.



About Anglian Learning

Founded in September 2016 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1000 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.



Educating more than

11,100

pupils

Employing over

1,650

members of staff

3

counties

22

academies

About Stour Valley Community School



We are a relatively small 11-16 secondary school in the beautiful town of Clare, in rural West Suffolk, situated between Sudbury and Haverhill. We are a community school and our ethos is built on a philosophy of knowing our students and developing a real sense of community. We are over-subscribed and have a PAN of 115 students in each year group. We are committed to offering a broad and balanced curriculum throughout KS3 and into KS4 which allows for all students to be able to pursue their interests and explore new areas of knowledge. Music, Drama, Sport, Art, Design and Technology and Languages are all important and valued curriculum areas alongside Maths, Science and English.

Developing the whole child and nurturing students to value difference and be caring and kind and able to navigate a world of social media distraction and complicated political and social divide is as important to us as ensuring that our students gain the best qualifications they can to open the door to their next stage of learning, be that vocational or academic. Our PSHE (Personal, Social and Health Education) curriculum and our RS (Religious Studies) curriculum is compulsory for all, and they are regularly revised to respond to national and regional areas of concern where educating the students in our care to make responsible and healthy choices as they make their way through their teenage years is an integral part of our safeguarding strategy.

Are you passionate about making a difference in students' lives? We are looking for dedicated and enthusiastic individuals to join our dynamic team. If you are ready to inspire, collaborate, and grow professionally, we would love to hear from you. Together, we can continue to shape the bright future of our student



Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact Gemma Rule HR Officer, at hrhub2@anglianlearning.org.

Benefits

Other benefits and support available to all Trust employees include:



Career Average Revalued Earnings Pension Scheme (CARE)



Cycle to Work Salary Sacrifice Scheme



Free membership to all Anglian Learning Sports Centres



20% discount on Anglian Learning Adult Education Courses



Professional Development Scheme Policy



Employee Assistance Programme offering a range of services to staff and their families



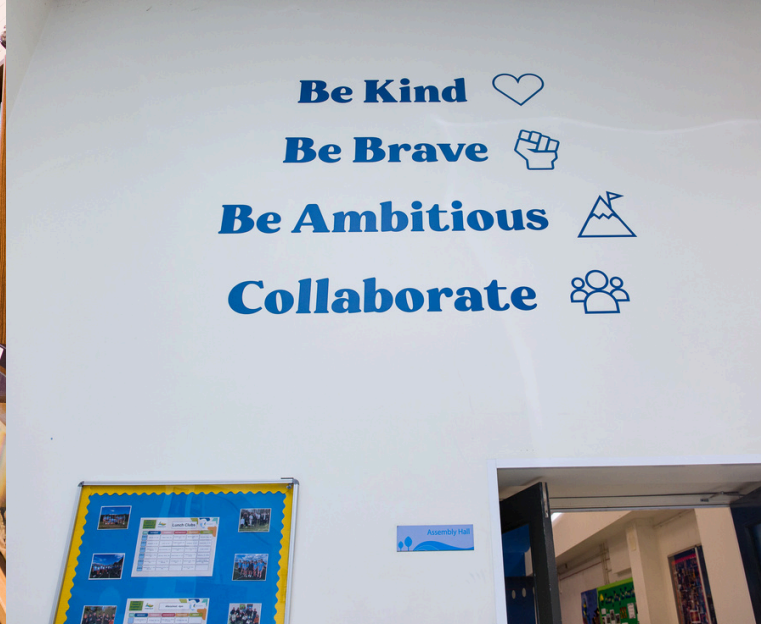
Specsavers VDU Vouchers



Boots Flu Vouchers



Access to a wide range of discounts on high street and online shopping via 'Teacher Discounts' and the 'Blue Light' card



Role Summary

Assistant Headteacher - SEND and Inclusion

Full time (0.8fte would be considered).

This is an exciting opportunity for a qualified and experienced SENCO to join our senior leadership team as Assistant Headteacher SENCO leading our inclusive vision and shaping provision at the heart of the school community. Our SEND department is well-established and highly regarded across the school, with strong support from both the senior leadership team and the wider Trust. Inclusion is central to our ethos, and SEND leadership is highly valued.

We are a warm, welcoming and inclusive 11–16 secondary school of 575 students in the beautiful town of Clare, situated in rural West Suffolk between Sudbury and Haverhill on the borders of North Essex and Cambridgeshire. As a thriving and oversubscribed community school, we pride ourselves on knowing our students well and creating a calm, friendly environment that visitors consistently praise.

The department includes a skilled and committed team of experienced Learning Support Assistants, a dedicated Inclusion Manager and an Assistant SENCo, all of whom bring expertise, professionalism and a shared passion for supporting students to succeed. Our team prides itself on the strong, positive relationships we build with students with SEND and their families. Our Learning Support area delivers a bespoke, flexible curriculum designed to meet individual needs and maximise outcomes. In addition, the department benefits from strong administrative support from experienced LSAs, ensuring the smooth and efficient running of the provision.

For an informal discussion regarding this role, please contact Gemma Rule, HR Officer, at hrrhub2@anglianlearning.org. Prospective candidates are very welcome to make an appointment to visit our school and discuss the position further.

Close date: 8am Monday 18 May 2026
Interview date: Wednesday 20 May 2026

Job Description

Assistant Headteacher

Stour Valley Community School



SALARY:	Leadership Scale Point 11 £66,368.00 FTE- Point 15 £73,105.00 FTE
HOURS:	Full time (0.8 will be considered), Permanent
PENSION:	Teachers Pension Scheme
DISCLOSURE LEVEL:	Enhanced DBS <plus Barred List Checks>
LOCATION:	The post holder will be based at Joyce Frankland Academy but will be expected to work across the Trust and to travel between sites.
RESPONSIBLE TO:	Headteacher

MAIN PURPOSE

The Assistant Headteacher will:

- Uphold and maintain the school's ethos, vision, values and strategic direction together with the Headteacher and senior leadership team and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Provide strategic leadership for inclusion and Special Educational Needs and Disabilities (SEND) across the school
- Ensure compliance with the SEND Code of Practice and other relevant statutory guidance
- Promote a culture of inclusive practice and high expectations for all students

QUALITIES

The Assistant Headteacher will:

- Uphold the trust of key stakeholders in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships built on trust across the school community, and in particular with the Headteacher and senior team
- Serve in the best interests of the school's students
- Demonstrate a strong commitment to inclusion, equity and student success
- Be resilient, proactive and solution-focused
- Model professionalism, integrity and collaborative leadership

SPECIFIC RESPONSIBILITIES

- Lead and develop the school's vision for inclusion and SEND in line with statutory requirements and best practice
- Act as the school's SENDCo
- Strategic Lead on Inclusion and SEND
- Lead the implementation of a clear and consistent Graduated Response (Assess-Plan-Do-Review) across the school
- Ensure all staff understand and effectively apply the Graduated Response to meet student needs
- Oversee identification, assessment and provision for students with SEND, ensuring early and accurate identification
- Quality assure SEND support plans, EHCP provision and intervention cycles
- Lead and line manage the Inclusion Manager, Assistant SENDCo and Learning Support Assistants
- Lead and structure the deployment of Learning Support Assistants so that each year group has a designated LSA acting as a key worker for students on the SEND register
- Ensure the key worker model is consistently implemented and impactful, with LSAs providing oversight, continuity and advocacy for identified students
- Oversee communication systems between LSAs, teaching staff, pastoral teams and families
- Monitor and evaluate the impact of SEND and inclusion support on student progress, wellbeing and engagement
- Lead performance management, appraisal and professional development for inclusion staff
- Promote inclusive, high-quality teaching across the school
- Support staff in adapting curriculum delivery and teaching strategies to meet diverse needs
- Lead professional development on SEND, inclusion and adaptive teaching
- Work in partnership with the Head of English to develop, implement and evaluate the school's reading strategy
- Lead targeted reading interventions, particularly for students with SEND and disadvantaged students
- Track and analyse progress, attendance and behaviour data for SEND and vulnerable students
- Implement strategies to close attainment and progress gaps
- Oversee and quality assure all alternative provision placements
- Monitor attendance, engagement, progress and safeguarding of students accessing alternative provision
- Lead on the development, implementation and monitoring of Individual Healthcare Plans (Medical Plans)
- Ensure staff are informed and appropriately trained to support students with medical needs
- Work closely with parents/carers, ensuring key workers act as a consistent point of contact for families of students on the SEND register
- Liaise with external agencies including educational psychologists, health professionals and local authority teams

SPECIFIC RESPONSIBILITIES

- Lead on applications for High Needs Funding and ensure robust evidence supports all submissions
- Monitor the impact and accountability of High Needs Funding to ensure effective use of resources
- Advise and support teaching and support staff in managing behaviour for learning and inclusive classroom practice
- Analyse SEND, behaviour, safeguarding and attendance data, plan accordingly and produce regular reports for SLT and governors
- Through line management and strategic oversight ensure that progress and attainment are maximised and students engage positively with their education
- Be committed to your own personal professional development and identify training needs for the team you manage
- Undertake any other tasks reasonably required by the Headteacher

DUTIES AND RESPONSIBILITIES

School culture and behaviour

The Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour and anti-bullying policy
- Promote inclusive practice and equitable access to learning for all students

Managing the school

The Assistant Headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective systems are in place to support students with SEND and additional needs
- Maintain oversight of SEND budgets and ensure value for money and strategic deployment of resources

Professional development

The Assistant Headteacher will:

- Keep up to date with developments in education relevant to their role including researching best practice from other schools and Trusts
- Be reflective and open in line management meetings with the Headteacher and be prepared to offer and receive constructive criticism, challenge and positive recognition of achievements
- Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

The Assistant Headteacher will:

- Understand and welcome the role of effective governance, including preparing reports and collating data for termly Local Governing Body meetings
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Represent the school in SEND-related meetings and professional networks

Safeguarding

The Assistant Headteacher will be expected to fulfil their personal responsibilities for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board.

These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- Operating clear whistleblowing procedures
- Sharing information with other professionals
- Operating safe recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking induction, safeguarding training and reviews of practice
- Operating and monitoring clear policies for dealing with allegations against people who work with children
- Ensuring vulnerable students are effectively supported and monitored
- They will also be expected to support the Headteacher in securing compliance by those working in school.

School Ethos

- To play a full part in the life of Stour Valley Community School; to support its ethos and to encourage all students and staff to follow this example
- Actively promote the school's policies at all times
- Comply with the Trust's Health and Safety Policy at all times
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment
- To always model the behaviours of a professional

The job description may be changed to reflect or anticipate changes in the requirements of the position which are commensurate with the job title and grade. This will always be done in consultation with the post holder.

Person Specification

Assistant Headteacher
Stour Valley Community School



Qualifications and Training

Essential:

- Qualified Teacher Status
- National Award for SEND Co-ordination.

Personal Qualities, Professional Qualities, Experience

Personal Qualities:

Essential

- Strong sense of humour and a sense of proportion
- Love of working with young people
- Commitment to the learning and development of young people
- Commitment to the development of new staff and all staff
- Commitment to own personal professional development
- Resilience and assertiveness
- Leadership and management skills
- Energy, drive and imagination
- Excellent communication skills
- Willingness to be involved in the wider life of the community

Professional Qualities:

Essential

- Graduate with QTS (subject not important)
- Resilience and determination including the ability to provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner.
-

- A sound knowledge and understanding of current educational issues
- A commitment to inclusive education and finding alternative solutions
- A clear understanding of the OFSTED framework
- A clear understanding of assessment

Experience:

Essential

- Leading and managing a team of people
- Significant, measurable impact as an effective middle or senior leader
- Knowledge of safeguarding processes and multi-agency working
- Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management
- Teaching across the age and ability range

Desirable

- Experience of working in two or more schools

How to apply

Dates

CLOSING DATE: 8am Monday 18th May 2026

INTERVIEW DATES: Wednesday 20th May 2026

START DATE: September 2026

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about Assistant Headteacher and meet the person specification we invite you to apply for this exciting opportunity via [Our website](#)

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's HR Team via Hrhub2@anglianlearning.org

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. As such additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



Get in touch

Anglian Learning
Lode Road
Bottisham
Cambridge
CB25 9DL

PHONE: 01223 340340

EMAIL: hr@anglianlearning.org

WEBSITE: www.anglianlearning.org

SOCIAL MEDIA:

