



Assistant Headteacher – SENDCo and Inclusion

Job Description

Job Title: Assistant Head - SENDCo and Inclusion (Non-class based)

Responsible to: Headteacher

Purpose: To provide strategic leadership of SEND, Inclusion and Safeguarding as the Designated Safeguarding Lead (DSL), ensuring high-quality provision and improved outcomes for all pupils within identified priority groups.

Main Purpose

As a valued member of our Senior Leadership Team, you will champion an inclusive, nurturing environment where every student can thrive. Your primary focus will be guiding our SEND and Inclusion strategies, ensuring that all pupils, especially those with additional needs or vulnerabilities, receive the tailored support they deserve. In this collaborative role, you will partner with the Headteacher, staff, families, and external agencies to weave wellbeing, safeguarding, and pastoral care into the everyday fabric of our school.

Key Areas of Focus:

- Shape the strategic direction and day-to-day success of our SEND and Inclusion policy. You will coordinate targeted support for individual pupils and priority groups (including SEND, EAL, PP, GDS, and LAC).
- Serve as a guiding voice for mental health and wellbeing across the school community and lead positive initiatives around student attendance and pastoral support.
- As the Designated Safeguarding Lead, ensure a safe and nurturing environment for all, providing strategic oversight and offering professional advice and support.

Duties and Responsibilities

Curriculum and Teaching

- Ensure pupils with SEND and those in priority groups experience a broad, ambitious and well-sequenced curriculum that reflects the school's values and aspirations for every child.
- Work closely with subject leaders so curriculum adaptations are thoughtful, purposeful and genuinely support pupils' progress.
- Lead the graduated approach, ensuring staff embed inclusive Quality First Teaching consistently.
- Analyse assessment information to understand pupils' needs, identify gaps, inform provision and evaluate impact.
- Maintain an accurate SEND register and provision map.
- Lead and evaluate evidence-based interventions, ensuring they are responsive and impactful.
- Provide professional and practical guidance to colleagues on effective teaching for SEND and inclusion.
- While this is a non-class-based role, you will stay connected to the children by delivering targeted interventions, conducting diagnostic work, and modelling effective, inclusive teaching strategies to inspire staff and ensure consistency across the school.

Behaviour and Attendance

- Promote a positive, inclusive culture where pupils in priority groups feel safe, respected and able to learn.
- Monitor behaviour patterns for priority groups and support staff in applying consistent, fair approaches.
- Ensure reasonable adjustments are understood and implemented.
- Lead whole-school attendance strategy, identifying barriers early and reducing persistent absence.
- Track attendance for priority groups and implement targeted support.
- Work with external agencies.
- Oversee staff deployment during playtimes and lunchtimes to ensure a calm, safe environment for all.



Personal Development and Well-Being

- Lead whole-school mental health and wellbeing initiatives.
- Coordinate pastoral systems that promote resilience, emotional literacy and positive relationships.
- Ensure pupils in priority groups access enrichment and wider personal development opportunities.
- Oversee the organisation, staffing and quality of playtimes and lunchtimes, ensuring activities, supervision and routines promote wellbeing, positive behaviour, emotional regulation and safe social interaction.
- Coordinate smooth transitions between year groups and schools.

Leadership and Management

- Provide strategic oversight of SEND and Inclusion, ensuring compliance with statutory duties and the SEND Code of Practice.
- Ensure the SEND policy is implemented effectively and reflected in the School Development Plan.
- Maintain up-to-date knowledge of national and local developments.
- Provide reports to SLT and governors on provision and outcomes for priority groups.
- Promote and model inclusive practice across the school.
- Identify CPD needs relating to SEND, Inclusion and Safeguarding.
- Provide training for teachers and support staff, including whole-school INSET.
- Lead and manage teaching assistants, ensuring strategic deployment.
- Disseminate evidence-informed practice across the school.
- Model high-quality teaching and intervention practice to staff, demonstrating strategies, coaching colleagues and supporting implementation in classrooms.
- Work collaboratively with external agencies including educational psychologists, health and social care professionals, and the local authority.
- Act as a key point of contact for external agencies and ensure timely referrals and follow-up.

Safeguarding

As Designated Safeguarding Lead (DSL):

- Lead on Child Protection and Safeguarding.
- Ensure compliance with *Keeping Children Safe in Education* and maintain accurate CPOMS records.
- Act as the first point of contact for safeguarding concerns.
- Ensure safeguarding information is stored securely and shared appropriately.
- Maintain up-to-date safeguarding knowledge through training and professional reading.
- Attend and contribute to CP, CIN, TAF and multi-agency meetings.
- Oversee Early Help processes, completing assessments and chairing meetings where appropriate.
- Coordinate, attend and follow up actions from multi-agency meetings.
- Act as Designated Teacher for LAC and previously LAC, ensuring strong advocacy and effective PEP processes, ensuring safeguarding and pastoral needs are met.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. The Assistant Head - SENDCo and Inclusion, will be expected to fulfil the professional responsibilities of a teacher, though this specific position is a non-class-based role. Ultimately, the post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Head - SENDCo and Inclusion, will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.