

# Job Description

<b>Job title:</b>	<b>Assistant Headteacher</b>
<b>School:</b>	<b>Ruskin Academy</b>
<b>Responsible to</b>	<b>Head of School</b>
<b>Location:</b>	<b>Wellingborough</b>
<b>Salary:</b>	<b>L1 - L5</b>
<b>Contract type:</b>	<b>Permanent</b>

## Core duties

The Assistant Headteacher – Inclusion and SEND (SENDCo) will provide strategic and operational leadership for Special Educational Needs, inclusion, and vulnerable pupils, while contributing to whole-school leadership as part of the Senior Leadership Team.

The post holder will:

- Fulfil the statutory duties of the SENDCo in line with the SEN Code of Practice.
- Lead learning, teaching, behaviour, safeguarding, and pastoral care to ensure all pupils, particularly those with SEND and vulnerabilities, make rapid and sustained progress.
- Fully implement Lion Academy Trust (LAT) policies, pedagogy, and operational non-negotiables.
- Ensure provision for SEND and vulnerable pupils is at least good and continuously improving.

## General Responsibilities

To assist and support the Head of School and Deputy Headteacher to:

- Lead and deliver a balanced, inclusive curriculum aligned with Lion Academy Trust expectations.
- Monitor, challenge, and improve the effectiveness of teaching, curriculum planning, and intervention to secure improved pupil outcomes.
- Use assessment data forensically to track progress and ensure precise, targeted provision.
- Deliver effective pastoral systems with a strong focus on safeguarding and pupil welfare.
- Maintain high standards of behaviour, discipline, and attitudes to learning across the school.
- Develop and maintain effective communication with staff, governors, parents, and the wider community.
- Contribute to the strategic development of the school through self-evaluation and school improvement planning.
- Support the effective implementation of change and continuous improvement.
- Promote and support decisions and policies agreed by the Senior Leadership Team and Lion Academy Trust.
- Carry out appraisal duties in line with Lion Academy Trust policy.

## **Specific Duties - Inclusion, SEND, and Vulnerable Pupils**

The Assistant Headteacher – Inclusion and SEND (SENDCo) will:

- Lead, monitor, and evaluate the quality of SEND and inclusion provision to ensure rapid and sustained progress for all identified pupils.
- Identify, adopt, and adapt effective teaching strategies to meet pupils' individual needs.
- Ensure early identification, assessment, and review of SEND needs with swift implementation of targeted support.
- Deploy and manage inclusion and SEND support staff to maximise impact and value for money.
- Ensure statutory planning, assessment, record keeping, and reporting requirements are met.
- Provide regular reports to the Head of School and Governing Body on SEND provision and impact.
- Ensure staff understand and fulfil their statutory responsibilities for SEND and vulnerable pupils.
- Identify and disseminate effective practice across the school.

## **Teaching, Learning, and Curriculum**

- Lead the delivery of an inclusive curriculum that meets the needs of all learners.
- Monitor planning, teaching, and intervention to ensure learning is well scaffolded and precisely targeted.
- Lead pupil progress meetings to challenge and support staff and secure improved outcomes.
- Ensure high-quality learning environments and appropriate resources in line with LAT expectations.

## **Staff Leadership, Development, and Appraisal**

The post holder will:

- Lead and support teachers and support staff to deliver consistently good or better practice.
- Organise and deliver high-quality CPD focused on SEND, inclusion, assessment, and teaching and learning.
- Model effective practice through coaching, demonstration lessons, team teaching, and feedback.
- Conduct appraisal meetings, setting professional development and pupil progress targets.
- Support and mentor ECTs and staff requiring additional support to improve practice and outcomes.

## **Behaviour, Safeguarding, and Pastoral Care**

- Maintain and promote high standards of behaviour and discipline across the school.
- Act as a Deputy Designated Safeguarding Lead, supporting safeguarding and child protection processes, including online safety.
- Ensure effective pastoral systems are in place so pupils feel safe, supported, and ready to learn.

## **Monitoring, Evaluation, and Accountability**

- Undertake lesson observations, learning walks, work scrutiny, and pupil interviews using LAT tools.
- Address inconsistencies through support, challenge, and follow-up.
- Maintain accurate records of monitoring activities and impact.
- Ensure assessment and recording systems directly support improved pupil outcomes.

## **External Liaison**

- Liaise with external agencies, advisory services, and other schools to support SEND provision.

- Build strong partnerships with parents and carers to support pupil progress and wellbeing.

### **Additional Duties**

- Contribute to assemblies, duties, educational visits, and wider leadership responsibilities.
- Attend leadership meetings and briefings as required.
- Carry out any other duties reasonably directed by the Head of School.

---

This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

**Appointed Candidate's Name:**

**Date of Appointment:**

**Signature of Appointee:**

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.