Senior leadership role and Inclusion Manager Maternity cover – start September 2025

The Windmills Junior School is looking to appoint an experienced and passionate leader who will have the responsibility of Inclusion while our Inclusion Manager is on maternity leave. This may be an ideal position for someone who is interested in becoming an Inclusion Manager and wants to see if it is the right role for them or for someone looking for their next step into leadership and taking on more of the wider leadership role within the school. The current Inclusion manager is also the Assistant Headteacher and the right candidate could take on this broader role. This may suit someone looking for a secondment to gain further experience.

If you are passionate about ensuring the best outcomes for all pupils, particularly those with SEND and are enthusiastic, innovative and have a background or interest in Special Educational Needs, please read on! The successful candidate will be responsible for overseeing all aspects of the provision for our most vulnerable pupils; those with SEND as well as those who are disadvantaged or in receipt of Pupil Premium.

We are looking for someone who is:

* an inspirational and enthusiastic leader with sound knowledge and experience of SEND or willingness to learn quickly
* innovative and highly ambitious to improve SEND provision
* a motivated leader who can inspire staff to develop their practice to improve standards for SEND
* knowledgeable about the SEN Code of Practice and EHCP process, or willingness to learn fast
* able to demonstrate vision, passion and has a proven record in school improvement
* ability to establish strong relationships with pupils, staff and parents

SEND provision is a key area for development in the school’s improvement plan and many significant advances have been made in the last few years. We are looking to appoint a skilled practitioner, with enthusiasm and proven leadership skills, to embed recent successful changes and keep SEND as a high focus. They will have the skills and experience to bring out the best in others and hold to account whilst being able to support colleagues to ensure provision has a positive impact on pupil progress.

This post is non-class based - 4 days a week (0.8FTE)- some flexibility for the right candidate.

Salary: Leadership spine between L2 to 5 (depending on experience).

Visits to the school are warmly welcomed and encouraged. Should you have any questions or wish to discuss the role in more detail, please do not hesitate to contact Leila Murray (Headteacher) Or Helen Wright (current Inclusion Manager) via the school office on 01273 842421 or email Paula Greenfield - PA to the Headteacher: [pgreenfield@windmillsjunior.org.uk](mailto:pgreenfield@windmillsjunior.org.uk)

All candidates should refer to the job description and person specification before making an application. We ask candidates to outline how their experience relates to the essential and desirable elements on the person specification and to keep their application to 2 pages of A4 (no smaller than font 11).

Completed applications should be emailed to Paula Greenfield - PA to the Headteacher by Midday – Thursday May 15th 2025 [pgreenfield@windmillsjunior.org.uk](mailto:pgreenfield@windmillsjunior.org.uk)

The Windmills Junior School is committed to safeguarding and promoting the welfare and safety of its pupils and requires all staff, governors and volunteers to share this commitment.  Therefore, all applicants will be subject to identify checks and an enhanced DBS check. We are an equal opportunities employer.

Deadline for application: Midday – Thursday May 15th 2025

Interviews: Wednesday 21st May 2025 Post to start: Early September 2025 (maternity cover)