



**Wootton Primary School**  
**Assistant Headteacher & SENDCo Job Description**

**JOB TITLE:** Assistant Headteacher & SENDCo  
**RESPONSIBLE TO:** Head Teacher

## **Job Description**

To provide strategic leadership and management for Special Educational Needs and Disabilities (SEND) while supporting the Headteacher and Senior Leadership Team in the effective leadership, management and continuous improvement of the school.

The post holder will play a key role in shaping the school's vision, securing high-quality teaching and learning, and ensuring inclusive practice and excellent outcomes for all pupils, particularly those with SEND.

### **Key Responsibilities**

#### **Strategic Leadership (Assistant Headteacher)**

- \* Support the Headteacher in the overall leadership and management of the school including work on both school sites
- \* Contribute to the development, implementation and evaluation of the School Improvement Plan
- \* Take responsibility for agreed whole-school leadership priorities
- \* Support and challenge middle leaders to improve teaching and learning
- \* Use meaningful data to inform strategic decisions, interventions and impact
- \* Act as a member of the Senior Leadership Team and deputise as required

#### **SEND Leadership (SENCO)**

- \* Lead the strategic development of SEND policy and provision across the school
- \* Ensure the school meets statutory requirements of the SEND Code of Practice and Equality Act 2010
- \* Coordinate day to day SEND provision to support individual pupils
- \* Ensure SEND provision is inclusive and embedded across all key stages
- \* Maintain accurate and up to date SEND records, including EHCPs

#### **Teaching and Learning**

- \* Promote and model high-quality inclusive teaching strategies
- \* Monitor the progress and attainment of pupils with SEND
- \* Identify and remove barriers to learning through assessment and targeted support
- \* Support pupils during assessments and transition points
- \* Liaise with subject leaders to ensure an appropriate, ambitious curriculum for pupils with SEND
- \* Teach a class or groups for cover on occasion as required

#### **Leadership and Management of Staff**

- \* Line manage SEND support staff and contribute to wider staff line management
- \* Provide professional guidance, coaching and mentoring to staff
- \* Identify training needs and deliver or commission appropriate CPD

- \* Support effective deployment of teaching assistants and resources

### Communication and Partnership Working

- \* Act as the key point of contact with external agencies, including the Local Authority
- \* Work collaboratively with parents/carers to support pupils with SEND
- \* Liaise with other schools and professionals to ensure continuity and transition
- \* Report to governors and senior leaders on the effectiveness of SEND provision

### Recording, Assessment and Review

- \* Use assessment data to inform provision and interventions
- \* Lead the assess plan do review cycle effectively
- \* Set challenging targets for pupils with SEND and evaluate impact

### Safeguarding and Professional Responsibilities

- \* Uphold the school's safeguarding policies and procedures at all times
- \* Promote equality, diversity and inclusion
- \* Maintain confidentiality and professional standards
- \* Engage fully in appraisal and ongoing professional development
- \* Undertake any other duties commensurate with the role as directed by the Headteacher

The successful candidate must have:

- Qualified Teacher Status (QTS)
- Honours degree (2:2 or above) or equivalent qualification
- Hold SENCO qualification
- Evidence of recent and relevant professional development linked to SEND and/or leadership

### Essential Experience

The candidate must be able to demonstrate:

- Successful teaching experience in primary education (KS1 and/or KS2)
- Experience of leading or coordinating SEND provision
- Strong knowledge and application of the SEND Code of Practice and relevant legislation
- Experience of working with:
  - o Pupils with EHCPs
  - o External agencies (e.g. LA, EPs, health and social care)
  - o Parents/carers in partnership
- Experience of monitoring progress, using assessment data and evaluating impact
- Experience of supporting and advising staff to improve inclusive classroom practice
- Ability to contribute effectively to whole-school leadership and improvement

The candidate must have:

- Secure understanding of:
  - o SEND legislation and statutory responsibilities
  - o Inclusive, high-quality teaching strategies
  - o The assess-plan-do-review cycle
- Ability to:
  - o Lead and manage SEND provision strategically
  - o Line manage and support staff
  - o Communicate clearly with a wide range of stakeholders
  - o Use data to inform provision and decision-making

- Strong interpersonal, organisational and leadership skills
- Commitment to safeguarding, equality and inclusion
- A driving licence to be able to travel between school sites