



**St Peter's**  
CE Primary & Nursery School

**Assistant Headteacher**  
with oversight for Inclusion and SEND

**Recruitment Pack**  
**Required January 2027**

Closing Date: Friday 4<sup>th</sup> September 2026 @noon

  
**Empower**  
Multi-Academy Trust  
Inspire · Empower · Achieve



Dear Colleague

Empower Multi Academy Trust are looking to appoint an inspirational Assistant Headteacher with oversight for Inclusion & SEND to work with the Headteacher, Local Governing Body and other colleagues within the Trust to support the school through the next stage of its development.

This is a unique and exciting post that requires a substantial level of creativity, innovation, ambition and determination and will provide rich reward for anyone with the ambition of making a real difference to children's education.

We are looking for a person who will champion our children - drive provision for all our learners, knowing that we are the key to how they flourish and thrive in their learning. You will be a part of a dynamic group of SENcos - as a trust we work in close collaboration and rely on helping & supporting each other. Our Trust SENCo is there to support and aid all our school SENcos and our strategic lead for SEND works closely with the LA to ensure we can make change and secure quality provision for not only Empower children but far wider!

#### Summary of Key Responsibilities:

The Assistant Headteacher, working under the guidance of the Headteacher and Deputy Headteacher, and working with the governing body, will play a key role in the strategic leadership and management of the school, in its community and analyse and plan for its future needs and further development within the local, national and international context.

- Lead by example, in driving forward the school's vision, values and objectives.
- Create and implement strategic plans, underpinned by sound financial planning, identifying priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement
- Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short-term objectives and targets which secure the educational success of the school
- Ensure that the management, finance, organisation and administration of the school supports its vision and aims
- Ensure that policies and practices take account of national, local and school information and inspection and research findings
- Monitor, evaluate and review the effects of policies and targets of the school in practice, and take action if necessary

#### Teaching & Learning

This post will be out of class until September 2027 when it may include a 0.4 class based role. This will be subject to annual review.

The position requires the teacher to meet the requirements of the DfE Teachers' Standards June 2013. The standards define the minimum level of practice expected of trainees and teachers from the point of being awarded qualified teacher status (QTS).to promote children's learning.

The Assistant Headteacher working under the guidance of the Headteacher and Deputy Headteacher, and working with the governing body, will secure and sustain effective teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupils achievement, and use benchmarks and set targets for improvement.

If you would like an informal chat, to arrange a visit to the school or any further information, please feel free to contact the school on 01939 232292 or email [admin@stpeters.empowermat.co.uk](mailto:admin@stpeters.empowermat.co.uk)

Yours sincerely,  
Carla Whelan  
Chief Executive Officer



## Our Vision

Reflecting God's love for us all, we strive to shine like a light in the world; empowering each and every unique person to dream, believe, achieve and flourish.

'In the same way you should be a light for other people. Live so that they will see the good things you do' (Matthew 5:16)

At St Peter's CE Primary and Nursery School children and their learning are central to everything we do. As a church school we aim to serve our community by providing an education of the highest quality within a framework of Christian belief and values. We encourage an understanding of the meaning and significance of faith, and promote Christian values through the experiences we offer to all of our children.

# Empower Trust Values



## EMPOWERMENT

We actively promote opportunities for every child, adult and school to influence their own practice and future.



## POSITIVITY

We adopt a 'can do' attitude and an optimistic approach.



## AMBITION

We encourage and support every child, adult and school to aim high to achieve their aspirations.



## RESPECT

We are thoughtful and considerate to ourselves, others and the environment.



## COLLABORATION

We work together to support everyone to achieve their aims.



## INTEGRITY

We are honest, transparent and fair in everything we do.



Why would an aspirational Assistant Headteacher join us?



**St Peter's**

CE Primary & Nursery School

Empower Trust is a successful and growing values-led Trust, committed to supporting the professional development of all school leaders. Empower Trust has invested heavily in the support we offer for school leaders to ensure that they are able to be successful. Currently we are exploring a range of innovative and leadership models across the Trust.

Take a look at our Empower offer [here](#)

### Why Work With Us

We believe Empower Trust is a great place to work. We specialise in providing high quality support and services for primary, infant, junior and nursery schools across Shropshire, through a close knit network of unique schools.

We are always looking for the very best people to join our team, people who share our values and passion for providing an outstanding education to all children within our locality.

#### People First

Everyone who works with us is crucial for the Trust's success and learning and development plays a central role in how we work. Every individual is encouraged and supported to develop themselves to achieve their full potential.

Colleagues working within Empower Trust are our most prized asset. We are committed to the wellbeing of all employees and have developed a Trust Wellbeing Strategy and Charter, a network of mental health first aiders and mental health leads to support colleagues across the Trust.

#### Empowering

You will be part of an amazing network that makes a huge difference to children's lives each and every single day.

We offer a wide range of exciting career opportunities and high quality professional development through our bespoke school improvement services and leadership development programme. Staff networks offer a place for colleagues to come together, share experiences, talents and skills and facilitate learning and development. Our established networking groups reduce workload and share good practice across all Trust schools.

#### We are different

Empower Trust celebrates the fact that every academy is regarded as unique, with its own culture reflecting the characteristics and needs of its own community, whilst actively supporting the other academies to deliver an outstanding education to all the children within the Trust.

We value and celebrate the unique identities of our academies. We encourage them to innovate, create and develop their diversity so that they can inspire others.

Empower Trust is a local multi academy trust based on shared principles, placing the wellbeing of children and staff at the centre.



Why would an aspirational Assistant Headteacher joins us?



**St Peter's**

CE Primary & Nursery School

As a fully inclusive Trust, we ensure that SEND is a priority because we know that if we 'get it right' for children with SEND, we 'get it right' for all children.

As a SEND leader in Empower Multi Academy Trust, you will feel fully supported by a network of colleagues across the Trust.

Half termly SENDCo Network meetings led by our Strategic Lead for SEND are held within the school day and face to face to ensure that our SENDCos have the time to work in a solution focused way as part of a friendly and highly experienced team.

Sharing of resources is the norm within our Trust; we know that this helps to reduce workload enabling our SEND leaders to focus their time on strategic priorities.

All schools have access to our Trust SENDCo who works across the Trust providing an advisory service as well as general SENDCo advice and guidance.

As a Trust, we work collaboratively with the Local Authority and are regularly invited to working parties influencing SEND processes and policies at county level.

At Empower Multi Academy Trust, SEND and Inclusion are at the centre of every decision, at every level.



**St Peter's**  
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## Assistant Headteacher (with oversight for Inclusion & SEND) Job Description



**Post Title:** Assistant Headteacher (with oversight for Inclusion & SEND)

**Salary:** L2 - L6

**Reports to:** Headteacher and Deputy Headteacher

**Location:** St Peters CE Primary & Nursery School

**Within the context of this job description, reference must be made to the conditions of employment and duties of Assistant Headteachers, as stated in the 'School Teachers Pay and Condition' document and duties should be carried out as required in the various Education Acts concerned with the responsibilities of Assistant Headteachers.**

### **Strategic direction and development of the school**

The Assistant Headteacher, working under the guidance of the Headteacher and working with the governing body, will play a key role in the strategic leadership and management of the school, in its community and analyse and plan for its future needs and further development within the local, national and international context.

### **The Assistant Headteacher, working under the guidance of the Headteacher, will:**

- Lead by example, in driving forward the school's vision, values and objectives.
- Create and implement strategic plans, underpinned by sound financial planning, identifying priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement
- Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short-term objectives and targets which secure the educational success of the school
- Ensure that the management, finance, organisation and administration of the school supports its vision and aims
- Ensure that policies and practices take account of national, local and school information and inspection and research findings
- Monitor, evaluate and review the effects of policies and targets of the school in practice, and take action if necessary

### **Teaching and Learning**

The position requires the teacher to meet the requirements of the DfE Teachers' Standards. The standards define the minimum level of practice expected of trainees and teachers from the point of being awarded qualified teacher status (QTS).to promote children's learning.

The Assistant Headteacher working under the guidance of the Headteacher and working with the governing body, will secure and sustain effective teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupils achievement, and use benchmarks and set targets for improvement.

### **The Assistant Headteacher, working under the guidance of the Headteacher, will:**

- Create and maintain an environment and a code of behaviour which will promote and secure good teaching, effective learning, high standards of achievement and good behaviour and discipline
- Model high-quality teaching and learning practices, inspiring and motivating staff and pupils.
- Provide effective support and guidance to colleagues to enhance teaching and learning outcomes.
- Monitor and evaluate teaching and learning practices, implementing strategies for improvement where necessary.



## **Assistant Headteacher (with oversight for Inclusion & SEND) Job Description**

- Monitor pupil progress and attainment, identifying areas for improvement and implementing targeted interventions.
- Promote a culture of high expectations and academic achievement throughout the school.
- Determine, organise and implement the curriculum and its assessment; and will monitor and evaluate them in order to identify and act on areas for improvement
- Ensure that improvements in literacy, numeracy and the wider curriculum are priority targets for all pupils, including those with special educational needs
- Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, including those with special educational or linguistic needs, in order to set and meet challenging, realistic targets for improvements
- Ensure that effective, appropriate pastoral support is available to pupils
- Develop effective links with the community, including business and industry, in order to extend the curriculum and enhance teaching and learning
- Work closely with staff, parents, and external agencies to support the academic and personal development of all pupils.

### **Leading and Managing Staff**

The Assistant Headteacher, working under the guidance of the Headteacher will lead, motivate, support, challenge and develop staff to secure improvement.

#### **The Assistant Headteacher, working under the guidance of the Headteacher, will:**

- Lead by example, demonstrating professionalism, resilience, and a commitment to personal and professional growth.
- Maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Implement and sustain an effective performance management system
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those for the Assistant Headteacher.
- Support the professional development and wellbeing of staff, fostering a positive and supportive working environment.
- Provide coaching and mentoring to colleagues, sharing best practices and promoting a culture of continuous improvement.

### **Safeguarding and Welfare**

The Assistant Headteacher, working under the guidance of the Headteacher, should have a clear understanding of the school's safeguarding procedures and practices.

#### **The Assistant Headteacher, working under the guidance of the Headteacher, will:**

- Take responsibility for ensuring the safeguarding and welfare of all pupils within the school.
- Implement and adhere to safeguarding policies and procedures, promoting a safe and secure learning environment.
- Lead safeguarding training and awareness initiatives for staff, pupils, and parents.



## **Assistant Headteacher (with oversight for Inclusion & SEND) Job Description**

### **Efficient and Effective Deployment of Staff and Resources**

The Assistant Headteacher, working under the guidance of the Headteacher, should deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context.

The Assistant Headteacher, working under the guidance of the Headteacher will:

- Work with governors and senior colleagues to recruit staff of the highest quality
- Work with senior colleagues to deploy and develop all staff effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Manage, monitor and review the range, quality, quantity and use of all resources in order to improve the quality of education, improve pupils' achievements, ensuring efficiency and securing value for money.

### **Accountability**

The Assistant Headteacher and the Headteacher should account for the efficiency and effectiveness of the school to the governors and others, including pupils, parents, staff, local employers and the local community.

### **The Assistant Headteacher, under the guidance of the Headteacher, will:**

- Provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money
- Create and develop an organisation in which all staff recognise that they are accountable for the success of the school
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including governors, the LEA, the local community, OFSTED and others. To enable them to play their part effectively
- Ensure that parents are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieve the school's targets for improvements.

### **Strategic development of SEND policy and provision**

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEND policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

### **Operation of the SEND policy and co-ordination of provision**

- Oversee and maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEND support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer



## Assistant Headteacher (with oversight for Inclusion & SEND) Job Description

- Work with other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness Support for pupils with SEN or a disability
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers and the pupil
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability
- Work with the Child & Family Worker to support children and families in a wider context

### Leadership and management

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board as required
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEN or a disability
- Ensure the SEND section of the school website is kept up to date
- Work under the guidance of the Headteacher and with the governing body to secure and sustain effective teaching and learning, carry out monitoring and evaluation, raise the quality of teaching and standards of pupil achievement, and carry out benchmarking and target setting for improvement
- Play a key role in the strategic leadership and management of the school, in its community and analyse and plan for its future needs and further development within the local, national and international context
- Lead, motivate, support, challenge and develop staff to secure improvement
- Work under the guidance of the Headteacher to deploy people and resources efficiently and effectively, to meet specific objectives in line with the school's strategic plan and financial context

### Other Duties

To undertake any professional duties reasonably delegated by the Headteacher.

## Application & Selection Process



Please complete the online application form in full and submit with a supporting letter detailing how your skills, experience and attributes reflect the vision, ethos and values of the school and how they align with the person specifications provided.

[Apply here](#)

**Interviews will be held on Wednesday 16<sup>th</sup> September 2026**  
**The closing date for applications is Friday 4<sup>th</sup> September @ noon**

### Selection Procedure

Successful candidates will be invited to interview on Wednesday 16<sup>th</sup> September 2026  
More detailed information about the interview process will be provided to shortlisted candidates.

### Safer Recruitment

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

### On the day of interview

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

### The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

Applicants will also need to bring in their qualification certificates.

Appointments are subject to the receipt of satisfactory references. References will be sought from the current employer and gaps in employment history followed up.

### Data Protection

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.



This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

## **What is personal information**

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

## **Legal Basis for Using Personal Data**

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.

## What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to, information such as:

- Your name and address.
- Email address and telephone number.
- Date of birth.
- Equal opportunities monitoring information.
- Your nationality and entitlement to work in the UK.
- National insurance number.
- Information about your current salary and benefits.
- Qualifications and skills.
- Work experience and employment history.
- Information about your criminal record.
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation.

## Who has access to your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. For example, we ensure that we use encrypted devices, use passwords, virus protection and have appropriate firewalls.

## What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware

of and verify the lawfulness of the personal data we are processing.

- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.

- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies

in specific circumstances.

- The right to restrict processing. This right applies in circumstances where, for example, the data subject con-

tests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance

can be obtained from the ICO's website.

- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
  - \* Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
  - \* Direct marketing.
  - \* Processing for scientific/historical research and statistics.
  - \* Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on [admin@empowertrust.co.uk](mailto:admin@empowertrust.co.uk) Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.