

## Newham Community Learning - Job Description

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|--|--------------------------------|
| <b>Job title:</b>                          | Assistant Headteacher - SENDCo |
| <b>Location:</b>                           | School Based                   |
| <b>Job description reviewed by:</b>        | Deputy CEO and Head of School  |
| <b>Salary range:</b>                       | L14 - L18 (£81,120 - £88,496)  |
| <b>Is a person specification included?</b> | Yes                            |
| <b>Date reviewed:</b>                      | May 2026                       |



[newhamcommunitylearning.org](https://newhamcommunitylearning.org)

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## JOB DESCRIPTION AND PURPOSE - Assistant Headteacher

**Based at:** School based

**Reports to:** Head of School

**Liaison with:** Head of School, Leadership staff

**Responsible for:** SENDCo

**Other requirements:** This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

### PROTECTING OUR CHILDREN - SAFEGUARDING

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

### PROTECTING OUR STAFF AND OUR RESOURCES - HEALTH AND SAFETY

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

### EQUAL OPPORTUNITIES

Newham Community Learning has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

### DATA PROTECTION

UK GDPR and the Data Protection Act 2018 control how personal information is used by our Trust. Everyone responsible for handling and using personal data has to follow strict rules called ‘data protection principles’, which apply to any and all data concerning a living individual. An introduction to data protection is provided in our induction systems; refresher training is also provided. Staff are required to seek advice from the leadership team should they have any



queries regarding the processing of personal data of fellow members of staff, children or parents.

## **PURPOSE OF JOB**

The Assistant Headteacher SENDCo, under the direction of the Head of School, will take a major role in:

1. Leading and developing the strategic vision for SEND and inclusion across the school
2. Ensuring students with SEND and additional needs receive high-quality support, teaching and intervention
3. Promoting a culture of high expectations, inclusion and belonging in line with the Sarah Bonnell Way
4. Monitoring the progress, attendance, behaviour, wellbeing and achievement of vulnerable learners
5. Ensuring the school fulfils all statutory responsibilities in relation to the SEND Code of Practice
6. Contributing to whole-school leadership, safeguarding and school improvement priorities

The Assistant Headteacher SENDCo will also contribute fully to the wider strategic leadership of the school and will uphold the professional responsibilities set out in the School Teachers' Pay and Conditions Document (STPCD).

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## **Key tasks and accountabilities**

*Note: Specific role responsibilities will be discussed and decided directly with the Head of School*

In this role, the postholder will carry out and/or have oversight of the following specific duties:

### **Duties and responsibilities:**

**Through working strategically, ensuring that there is oversight and implementation of the following:**



**Specific to Assistant Headteacher SENDCo:**

### **1.Strategic Leadership of SEND and Inclusion**

- To be the strategic lead for SEND and inclusive education across Sarah Bonnell School
- Develop and implement a clear strategic vision for inclusion which reflects the values of the Sarah Bonnell Way
- Ensure students with SEND access a broad, ambitious and well-sequenced curriculum
- Promote a culture of high expectations and inclusive practice for all students
- Lead the development, monitoring and evaluation of SEND provision across the school
- Ensure the school fully complies with the SEND Code of Practice and statutory guidance
- Report regularly to Governors and SLT on SEND outcomes, provision and priorities

**Specific to Assistant Headteacher SENDCo :**

### **2. Achievement, Progress and Outcomes .**

Under the direction of the Head of School, the Assistant Headteacher SENDCo will:

- Support teachers in delivering adaptive, evidence-informed teaching
- Lead CPD and instructional coaching relating to SEND, cognition, communication needs and inclusive practice
- Ensure teachers understand and implement reasonable adjustments effectively
- Develop staff confidence in supporting students with additional needs
- Promote high-quality teaching as the first and most important intervention for students with SEND

### **3. Safeguarding, Inclusion and Student Support**

Under the direction of the Head of School, the Assistant Headteacher SENDCo will:



- Work closely with safeguarding, pastoral and attendance teams to provide joined-up support for vulnerable students
- Promote a relational and trauma-informed approach to inclusion while maintaining high expectations and clear boundaries
- Ensure students with SEND feel safe, supported and fully included within the life of the school
- Lead effective multi-agency working with external professionals and services
- Build strong partnerships with parents and carers

#### **4. EHCPs and Statutory Duties**

Under the direction of the Head of School, the Assistant Headteacher SENDCo will:

- Oversee EHCP provision, annual reviews and statutory processes
- Ensure high-quality SEND records, provision maps and intervention tracking systems
- Coordinate referrals and communication with external agencies
- Ensure statutory deadlines and responsibilities are consistently met
- Ensure funding and resources are used effectively to maximise student outcomes

#### **5. Leadership and Management**

Under the direction of the Head of School, the Assistant Headteacher SENDCo will:

- Line manage SEND and inclusion staff, including teaching assistants where appropriate
- Support whole-school systems, routines and policies which promote calm, safety and consistency
- Contribute fully to whole-school improvement priorities
- Model exceptionally high professional standards, visibility and leadership presence
- Work collaboratively with colleagues across the NCL family of schools



## 6. Professional development

- Under the direction of the Head of School the Deputy Headteacher will:
- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs
- Create a culture which values continuing professional development at all stages of the teaching career

## 7. Other areas of responsibility

The SENDCo will have particular areas of responsibility dependent on the needs of the school at the time.

Please note that this is illustrative of the General nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENDCo will carry out. The postholder may be required to do other duties appropriate to the level of the role.

### **General Duties:**

*You will be expected to undertake any other duties and responsibilities that are commensurate with the role, as reasonably directed by the individual school leadership or Trust. This includes supporting the broader aims and priorities of the school and Trust and contributing to additional tasks, duties, projects, or activities as required to meet operational or organisational needs.*

## PERSON SPECIFICATION - Assistant Headteacher SENDCo

|                                    | Essential  | Desirable  |
|------------------------------------|--|--|
| <b>Qualifications and Training</b> | <ul style="list-style-type: none"><li>• Qualified Teacher Status</li><li>• Degree</li><li>• National Award for SEN Coordination (or willingness to complete)</li><li>• Safeguarding training appropriate to the role</li></ul> | <ul style="list-style-type: none"><li>• Relevant NPQ Qualification</li><li>• DSL qualification or experience</li></ul> |



|                             |  |   |
|-----------------------------|--|---|
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• Successful leadership experience within a secondary school</li> <li>• Proven record of improving outcomes for vulnerable and SEND students</li> <li>• Experience of line management and staff development</li> <li>• Experience of working with external agencies and multi-agency teams</li> <li>• Experience of school self-evaluation and development planning</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience as a SENDCo within a secondary school</li> <li>• Experience of leading whole-school inclusion initiatives</li> <li>• Experience of leading CPD or instructional coaching</li> </ul> |
| <b>Skills and knowledge</b> | <ul style="list-style-type: none"> <li>• Excellent understanding of the SEND Code of Practice</li> <li>• Strong understanding of adaptive teaching and inclusive practice</li> <li>• Ability to analyse data and identify barriers to learning</li> <li>• Strong organisational and communication skills</li> <li>• Understanding of safeguarding and pastoral systems</li> <li>• Ability to build strong relationships with students, families and staff</li> </ul>   | <ul style="list-style-type: none"> <li>• Knowledge of trauma-informed approaches</li> <li>• Understanding of curriculum adaptation and literacy intervention</li> </ul>   |
| <b>Personal Qualities</b>   | <ul style="list-style-type: none"> <li>• Commitment to the ethos and values of Sarah Bonnell School</li> <li>• Commitment to inclusion, equality and safeguarding</li> <li>• Ability to maintain exceptionally high professional standards</li> <li>• Resilient, reflective and solution-focused</li> <li>• Calm, visible and student-centred leader</li> <li>• Ability to work collaboratively and build positive relationships across the school community</li> <li>• Commitment to securing the very best outcomes for every student</li> </ul> |   |



NB: *The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the criteria listed.*

## **Safeguarding**

NCL Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced DBS check and comply with all safeguarding policies and procedures.

**I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.**

**Name:**

**Signature:**

**Date:**

