

Assistant Headteacher - Whole School SEND

Job Description

Job Title: Assistant Headteacher – SEND

The role is offered initially as a one year CPD placement, and it is expected that the successful candidate would progress fully to the SLT after one year of deployment having completed a successful performance appraisal review.

Reports to: Headteacher and Deputy Headteacher for Inclusion

Main purpose of the role:

We are seeking to appoint an outstanding and compassionate Assistant Headteacher for SEND provision across the school. You will provide strategic leadership and operational management of inclusion across the school, ensuring high-quality provision and outcomes for all pupils, particularly those with Special Educational Needs and Disabilities (SEND).

The role includes full responsibility as the school's statutory SENDCo while contributing to the wider leadership and development of the school as a member of the Senior Leadership Team (SLT).

The Assistant Principal for Inclusion will provide strategic leadership for the school's inclusive culture, ensuring every pupil is known, valued and supported to achieve highly, regardless of need, background or circumstance. The post holder will champion inclusion across the school and lead the development, implementation and evaluation of systems that remove barriers to learning. The role will directly support the Thornhill's ambition of ensuring inclusion is embedded through curriculum, culture, leadership and outcomes.

The Assistant Principal will hold designated responsibility for:

- SEND and fulfilment of the statutory SENCO role;
- Looked After Children (LAC) and previously looked after children;
- Medical Needs provision;

Specific Responsibilities:

- Lead the development, implementation, and evaluation of the school's inclusive vision and SEND strategy.
- Promote a culture of high expectations and equity for all pupils.
- Ensure inclusion is central to school improvement planning and self-evaluation.
- Advise SLT and governors on SEND, inclusion, and statutory responsibilities.
- Fulfil the statutory duties of the SENDCo in line with the SEND Code of Practice.
- Oversee identification, assessment, and review processes for pupils with SEND.
- Ensure high-quality, person-centred provision plans and effective use of EHCPs.
- Maintain accurate and compliant SEND records and data.
- Lead annual and interim reviews for pupils with EHCPs.
- Drive excellence in teaching and adaptive practice for pupils with SEND across the school.
- Support teachers to deliver high-quality, inclusive classroom practice.
- Monitor the quality of provision through lesson visits, work scrutiny, and pupil voice.
- Lead professional development related to SEND and inclusion.
- Line manage SEND staff, including teaching assistants and specialist staff.
- Support, coach, and appraise staff within the inclusion team.

- Deploy staff effectively to maximise pupil outcomes.
- Build a collaborative, skilled, and reflective team.
- Track and analyse progress data for pupils with SEND and vulnerable groups.
- Ensure targeted interventions are effective and evidence-based.
- Report on outcomes to SLT and governing body.
- Take action to address gaps in attainment and progress.
- Promote the wellbeing, safeguarding, and inclusion of all pupils, especially vulnerable learners.
- Act as a key member of the safeguarding team (e.g., Deputy DSL if required).
- Support behaviour, emotional regulation, and attendance strategies for pupils with additional needs.
- Build strong relationships with parents/carers, ensuring they are active partners in their child's education.
- Liaise effectively with external agencies (e.g., Educational Psychology, SALT, CAMHS).
- Work collaboratively with local authority services regarding SEND provision and compliance.
- Contribute to the overall leadership and management of the school as a member of SLT.
- Lead whole-school initiatives as directed by the Headteacher.
- Support school events, inspections, and community engagement.
- The Assistant Principal will maintain a teaching commitment appropriate to the role, modelling excellent classroom practice and supporting school improvement through direct work with pupils and staff.
- Flexibility and a readiness to respond to the needs of a dynamic school environment are essential.

SEND Leadership and SENCO Responsibilities

As the designated SENCO, the Assistant Headteacher will:

- Provide strategic leadership and operational management of SEND provision;
- Ensure full compliance with the SEND Code of Practice and Equality Act 2010;
- Lead identification, assessment and graduated support processes;
- Maintain accurate SEND records, provision maps and statutory documentation;
- Monitor quality of teaching and intervention for pupils with SEND;
- Oversee EHCP processes and annual reviews;
- Coordinate external agencies and specialist services;
- Support admissions and transitions for pupils with SEND;
- Build staff expertise in adaptive teaching and inclusive practice;
- Evaluate impact of SEND provision through outcomes, attendance, behaviour and pupil voice.

Teacher Responsibilities

- To carry out duties of an Assistant Headteacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description.
- To maintain positive working relationships with pupils, parents and staff.

Accountability and Governance

- To provide clear, accurate reports on school performance to governors and external partners.
- To contribute to a culture of collective responsibility for pupil outcomes.
- To present information on progress, attainment, and school improvement to a range of audiences.

This job description reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.