



RECRUITMENT PACK

Assistant Headteacher
Inclusion

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WELCOME FROM CLAIRE HUNT, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining St Augustine's RC High School.

St Augustine's is a vibrant and outward-looking Catholic school rooted in Gospel values and the teachings of the Church. Christ is placed at the centre of all that we do, shaping a culture built on humility, compassion and recognition of the dignity of every individual. Our mission is lived out daily through our commitment to act humbly, love tenderly and seek God in all things.

This is an exciting new role for the St Augustine's community as we seek to continue to develop the quality of education for pupils with SEND. This role is crucial to promote a culture where colleagues and pupils have high aspirations, the determination to succeed, and opportunities to make exceptional progress.

We are proud of our strong reputation for high standards, excellent behaviour and exceptional pastoral care. Our pupils are ambitious, enthusiastic and deeply committed to their learning, and they are supported by a dedicated team of staff who work tirelessly to help every child fulfil their God-given potential. Our curriculum is broad, balanced and inclusive, ensuring that all pupils including those with additional needs are known, nurtured and challenged.

Our Catholic life and mission shapes every aspect of school life. This was recognised by the Diocese of Salford, who judged the school to be outstanding in all areas, praising our leadership, our sense of community and the exceptional quality of pastoral support offered to our pupils. Ofsted has also affirmed the strength of our provision, highlighting the positive relationships, strong community spirit and the high levels of success our pupils achieve as they prepare for their next steps.

If you are considering joining us, I hope this recruitment pack provides a sense of the values, aspirations and culture that define our school. We are a welcoming, hardworking and supportive community, and we look forward to welcoming colleagues who share our commitment to excellence, faith and service.

We look forward to receiving your application.

Yours faithfully,

Claire Hunt

WELCOME FROM FRANCIS HINDLE, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

St Augustine's is an oversubscribed mixed 11-16 Roman Catholic High School. From our original intake of 450 pupils in 1963 we have grown steadily in popularity and are now one of the largest Catholic high schools in Lancashire. Our location is enviable. Surrounded by fields, with Pendle Hill as a backdrop, we enjoy a beautiful rural setting. Billington is a short walk from the ruined twelfth century Cistercian Abbey of Whalley, one of the most attractive villages in the Ribble Valley. The school is also a short drive away from the market town of Clitheroe, dominated by its little castle, and the Pendle villages associated with the seventeenth century witchcraft trials. The Ribble Valley is a lovely part of the world, often listed in the "Best Places to Live in the UK" surveys, and despite being largely rural, its population is rising.

The school has a large catchment area. We have ten partner primaries, four of which are small rural schools. Around 95% of the Year 6 pupils in our partner primaries move on to us. The socio-economic profile of our intake is diverse and reflects our comprehensive nature. In December 2022, St Augustine's joined the Romero Catholic Academy Trust, one of the three Multi Academy Trusts (MAT) established by the Salford Diocese. You can find out more at www.romerocat.com

If you are the successful candidate, you will be a welcome addition to our school. Our school website, www.sarchs.com, has a wealth of information about life at St Augustine's so do please take a look at it if you would like to learn more about our school.

Yours faithfully,

Francis Hindle

JOB ADVERT

ASSISTANT HEADTEACHER (INCLUSION)

PERMANENT/FULL TIME

GRADE L12-L16 (£67,898 - £75,049)

RESPONSIBLE TO: HEADTEACHER

MAIN LOCATION: ST AUGUSTINE'S RC HIGH SCHOOL

REQUIRED TO COMMENCE 1ST SEPTEMBER 2026

St Augustine's RC High School is a large and friendly school, under the Trusteeship of the Salford Diocese and part of the Romero Catholic Academy Trust, which welcomes pupils of all Christian denominations and world faiths or no faith. Our community is one in which we aim for our pupils to be safe, happy and successful in a positive atmosphere where every person is known, valued and given the support and guidance they need while being excited by the challenges and opportunities before them.

The Governors of St Augustine's, together with the Romero Catholic Academy Trust Board of Directors, are seeking to appoint a motivated, passionate and skilled Assistant Headteacher to join our dedicated team. This is an exciting opportunity to play a key role in shaping the lives of young people within a supportive Catholic community.

We are looking for an individual with:

- A commitment to safeguarding, inclusion and our Catholic life and mission.
- Leadership experience in SEND and inclusion.
- An excellent understanding of the SEND code of practice.
- Experience in the effective use of alternative provision and working with external providers.
- Experience in the effective allocation of pupil premium funding.
- The ability to inspire and motivate staff and pupils.
- The experience in leading teams with evidence of securing strong outcomes for pupils.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01254 823362** or Head@sarchs.romerocat.com.

If you wish to apply please do so via the My New Term platform following the link https://mynewterm.com/sch_job_ads

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Friday 24 th April 2026 12 noon
Shortlisting Date	Monday 27 th April 2026
Interview Date	Friday 1 st May 2026

ASSISTANT HEADTEACHER

JOB DESCRIPTION

The Assistant Headteacher – Inclusion will provide strategic leadership for Inclusion across the school with a core focus on SEND, disadvantaged and vulnerable pupils. The post holder will ensure ambitious teaching and high expectations enable all pupils to thrive while ensuring full statutory compliance.

The Assistant Headteacher will:

- Undertake the normal responsibilities of the class teacher;
 - Be a member of the senior leadership team
 - Lead on inclusion of SEND, disadvantaged and vulnerable pupils (including CLAs / PCLAs)
 - Lead the pupil premium strategy
 - Assist the Headteacher in managing the school
 - Support and represent the Headteacher at meetings as and when required
 - Undertake such duties as are delegated by the Headteacher
- Support the leadership team with monitoring and evaluating standards across school, contributing to the self-evaluation to help improve school and in preparation for both s5/8 and Catholic schools inspections
- Develop partnerships with the parish, school community and across Romero Catholic Academy Trust. If the Headteacher is absent from the school, the Assistant Headteacher must undertake such duties of the Headteacher as the Headteacher or the Governing Board shall require.

JOB PURPOSE

Your duties and responsibilities will include:

STRATEGIC LEADERSHIP OF INCLUSION

- Line- manage and support the SENDCo, ensuring robust systems, high standards, and excellent deployment of teaching assistants and specialist staff.
- Provide strategic oversight of SEND systems and statutory compliance
- Lead whole school professional learning to ensure all pupil needs are met in the classroom and teachers skilled in adapting their practice as appropriate.
- Ensure ambitious expectations and measurable academic, attendance and behaviour outcomes for pupils with SEND.
- Oversee the appropriate use of alternative provision.
- Lead whole-school strategy for SEMH and vulnerable learners, ensuring multi-agency support is timely, proportionate and impact-driven.
- Monitor attendance, behaviour and exclusion patterns for SEND and vulnerable groups, intervening strategically where risk emerges.
- Report SEND performance, risk and impact to SLT, Governors and Trustees.

INCLUSION POLICY, GOVERNANCE AND COMPLIANCE

- Lead the development, review and implementation of SEND, Inclusion and Reasonable Adjustments policies
- Ensure statutory compliance across EHCP processes, access arrangements and assessment adjustments.

- Ensure policies are enacted consistently in practice through quality assurance and line management.
- Represent the school at external reviews, audits and local authority meetings as required.
-

INCLUSIVE TEACHING AND CURRICUULM ACCESS

- Work alongside the Assistant Headteacher Teaching, Learning and staff development to ensure high quality adaptive teaching across all curriculum areas
- Work in partnership with the Deputy Headteacher– Quality of Education to align curriculum ambition with inclusive practice.
- Hold curriculum areas accountable for SEND progress within departments
- Ensure pupils with SEND and literacy barriers access a rich and ambitious curriculum.
- Embed inclusive curriculum planning through a robust quality assurance cycle and focused CPD.
- Promote a culture of high challenge and low threat across classrooms.

DATA, EVALUATION AND ACCOUNTABILITY

- Overview of inclusion data including SEND progress, PP + SEND overlap, SEMH trends and AP use.
- Lead accurate capture and strategic use of inclusion data to identify emerging trends and risks early.
- Implement proportionate and timely intervention where required.
- Produce clear, evaluative reports for SLT, Governors and Trustees.
- Ensure inclusion data informs school improvement planning and resource allocation

QUALITY ASSURANCE AND STANDARDS

- Participate in and help lead departmental quality assurance, such as:
 - Lesson visits
 - Learning walks
 - Work scrutiny
 - Pupil voice
- Provide constructive feedback and follow-up coaching to secure improvement.
- Develop action plans, self-evaluation, and reviews of departmental performance.

MANAGEMENT OF STAFF

- To participate in the selection and deployment of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school.
- To implement and develop staff development policies appropriate to the Catholic nature of the school in relation to:
 - The induction of new and newly qualified teachers and other staff
 - The provision of professional advice and support and the identification of training needs
 - Students under training/work experience
- To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or Boards.
- To maintain good relationships with individuals, groups and staff unions and associations

MANAGEMENT OF RESOURCES

- To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement.
- To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- To promote an environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.
- To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

ASSISTANT HEADTEACHER INCLUSION

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications and Training		
Qualified Teacher Status.	E	A
Degree level qualification	E	A
Evidence of professional development.	E	A
National professional qualification.	D	A
Post-graduate qualification in education.	D	A
Experience		
Proven track record of outstanding teaching.	E	A / I / R
Experience analysing data to inform teaching and intervention.	E	A / I / R
Experience of exceptional SEND teaching practice with demonstrable outcomes	E	A / I / R
Experience of working with young people and their families	E	A / I / R
Ability to work within the scope of statutory legislation, keeping up to date with relevant changes within SEND and education	E	A / I / R
Working collaboratively, in partnership with external stakeholders	E	A / I / R
Evidence of effective line management to embed high quality SEND provision.	E	A / I / R
Experience in a whole-school or cross-department project.	D	A / I
Knowledge and understanding		
Thorough knowledge of the National Curriculum and extensive experience of curriculum delivery, monitoring and assessment	E	A / I / R
Ability to analyse and understand complex curriculum issues and respond creatively and effectively	E	A / I / R
Thorough knowledge and understanding of current issues in education	E	A / I / R
Experience of methods of mapping school progress and school improvement strategies	E	A / I / R
Knowledge of and ability to deliver adaptive teaching that meets the needs of all pupils.	E	A / I / R
Understanding of school improvement and raising attainment.	E	A / I / R
Ability to contribute to whole school CPD or strategic Initiatives.	D	A / I / R
Skills and Abilities		
Excellent communication and interpersonal skills.	E	A / I / R
Ability to inspire confidence and trust in colleagues.	E	A / I / R

Strong organisational and analytical skills.	E	A / I / R
Ability to lead by example and model best practise.	E	A / I / R
Resilience, flexibility and a positive attitude.	E	A / I / R
Ability to work collaboratively as part of a team.	E	A / I / R
Other		
Commitment to supporting our catholic life and mission	E	A / I
Commitment to safeguarding and protecting the welfare of children and young people	E	A / I
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	HR Department	Date: 30.03.26

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

ASSISTANT HEADTEACHER

HOW TO APPLY

If you would like to find out more about the position, please contact the School office on **01254 823362** or email **Head@sarchs.romerocat.com**.

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