

Job Description

Title:	Assistant Head Teacher Inclusion Lead with SEND	Grade:	L1 - L6
Department:	Education	Reports to:	Headteacher
MAIN PURPOSE			
<ul style="list-style-type: none"> • Lead, manage, and develop high-quality SEND and inclusion provision to ensure all pupils, particularly those with SEND, experience high-quality first teaching, achieve excellent learning outcomes, and flourish academically, socially, and emotionally. • Work collaboratively with Inclusion Leads across The Spring Partnership Trust and beyond to design, implement, and embed robust systems and processes that support outstanding provision for all pupils. Share and champion best practices across the Trust. • To ensure that the objectives of TSPT's Equality and Diversity Policy are implemented. • Model exemplary teaching practices and provide coaching, mentoring, and training for colleagues to strengthen quality-first teaching across the school. Deliver high-quality teaching across different year groups as required, ensuring consistency and inclusion in the classroom. • Ensure all statutory and Trust requirements regarding SEND are met, maintaining accurate, up-to-date records, policies, and paperwork. Monitor and evaluate the effectiveness of SEND provision and inclusion policies, reporting to senior leaders and governors. • Play an active role in the school's leadership team, contributing to whole-school improvement and shaping the school's strategic direction. Provide visible and motivational leadership, fostering a culture of inclusion and high expectations for all pupils and staff. • Inspire, motivate, and build the capacity of staff to further improve the school's performance and future direction within the strategic and accountability framework agreed with The Spring Partnership Trust. • Actively contribute to system leadership across the Trust, working collaboratively with other senior leaders to drive improvement, foster innovation, and ensure inclusion and SEND remain central to the Trust's mission. • The Assistant Headteacher is line managed by the Headteacher and will engage in regular professional dialogue to ensure alignment with the school and Trust's strategic priorities. 			
RESPONSIBILITIES			
Strategic Direction and Development of Inclusion and SEND in the School			
<ul style="list-style-type: none"> • Lead by example, providing inspiration, motivation, and a strong commitment to inclusion across the school. • As a member of the Senior Leadership Team (SLT), lead the development, implementation, and monitoring of strategies, policies, and practices to raise standards of attainment and achievement for pupils with SEND and other identified groups. • Collaborate with the Headteacher and Trust Central team in developing key documents, including the School Improvement Plan and Self-Evaluation Form, with a particular focus on the inclusion priorities within the SIP. 			

- Ensure school policies and practices foster equal opportunities, enabling all pupils to access the curriculum, participate fully in school life, and achieve their full potential.
- Establish and oversee robust tracking systems to monitor the progress of pupils with SEND and other identified groups, using data to inform targeted interventions and support.

Teaching and Learning

- Work with the Headteacher and Trust Central team to monitor and evaluate the effectiveness of teaching, learning, and inclusion strategies across the school.
- Foster collaboration among staff across Trust schools to plan, teach, review, and develop the Spring Partnership Trust curriculum.
- Provide guidance on assessment methods and data analysis to ensure teaching staff use these tools effectively, enabling all children to achieve their personal best.
- Support the development of teaching staff through instructional coaching, lesson planning assistance, and direct classroom support.
- Lead and deliver CPD sessions focused on inclusion, SEND, and effective teaching strategies.
- Build strong home-school partnerships, working closely with parents and stakeholders to secure the best outcomes for all children.
- Take part in daily school routines, including assemblies, gate duties, and lunch supervision, as part of an active leadership role.
- Support enrichment activities to promote a holistic learning experience for all pupils, enhancing inclusion and participation.

Inclusion Provision

- Collaborate with external agencies, parents, and other schools to coordinate provision and maximise support for pupils with SEND and other identified groups.
- Lead initiatives to remove barriers to learning for identified groups through:
 - Classroom observations and assessment of pupils' needs.
 - Monitoring teaching standards and pupil progress.
 - Developing and implementing effective teaching strategies and interventions.
 - Setting and reviewing targets, including individual progress plans.
 - Maintaining accurate records of progress and provision.
- Support smooth transitions for pupils with SEND and identified needs as they move between year groups or schools.

Leading and Managing

- Organise and deliver staff training related to SEND, inclusion, and safeguarding.
- Work collaboratively with the SLT to maintain high standards of behaviour, safeguarding, and pupil welfare across the school.
- Play an active role in the safeguarding team, ensuring SEND pupils' needs are prioritised and safeguarding concerns are addressed promptly.
- Provide regular updates to the Headteacher, CEOs, and Trustees regarding the impact of SEND and inclusion strategies on pupil progress and attainment.
- Manage the statutory Annual Review process, maintain the SEND register, and ensure compliance with statutory requirements.
- Line manage and provide Professional Growth and CPD opportunities for Teaching Assistants (TAs) and the SEND/Inclusion Administrator.
- Advise the SLT and Trustees on budget priorities and the effective deployment of staff and resources for inclusion.

Safeguarding and Welfare

- Lead the application of the Safeguarding and Child Protection policy, with particular attention to the needs of SEND pupils.
- Monitor the progress, safety, and support provided to SEND pupils on the safeguarding register, ensuring all concerns are appropriately addressed.
- Ensure the Designated Safeguarding Lead team is informed of any safeguarding issues related to SEND pupils.

Additional Responsibilities

- Play a full and active role in the life of the school and Trust community, upholding the Trust's values and the school's distinctive mission and ethos.
- Support the review and development of Trust-wide and school policies as appropriate.
- Promote positive behaviour and model high expectations for work and conduct in line with the school's behaviour policy.
- Manage records and reports related to individual pupils' development, progress, and attainment.
- Develop links with Trustees, Trust schools, and neighbouring schools to share expertise and resources.
- Adhere to Trust and school policies regarding Health and Safety, equal opportunities, race equality, and professional conduct.
- Undertake other reasonable duties commensurate with the level of the post, as directed by the Headteacher.

SAFEGUARDING COMMITMENT

- The Inclusion Lead is responsible for promoting and safeguarding the welfare of children and young persons within the school and Trust. Compliance with the Trust's Safeguarding Policy is a mandatory part of this role.

Note: This job description is subject to periodic review and may be amended in consultation with the postholder to meet evolving school and Trust needs.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because the post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks.

Our Schools/Trust and all its personnel are committed to safeguarding and promoting the welfare of the children. The successful applicant will be subject to a full Disclosure and Barring Service (DBS) disclosure and checks regarding proof of ID, medical clearance and the right to work in the UK.

<p>CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)</p> <p>Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.</p>
<p>MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)</p> <p>Fully and positively participate in the Trust's performance management & appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.</p>
<p>EQUALITIES</p> <p>Implementation of the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.</p>