



# Job Description: AHT Inclusion (SEND/CO)

LD6 - LD10



## JOB DESCRIPTION

### Assistant Headteacher Inclusion (SENDCo) – Job Description

#### Strategic Leadership of Inclusion

- Provide strategic leadership for inclusion across the school, monitoring and reviewing the quality of provision, including SEND, EAL, CIC and pastoral provision.
- Develop, implement and evaluate a clear, ambitious inclusion strategy aligned to whole-school improvement priorities and Trust vision.
- Maintain a strategic overview of provision, ensuring high-quality, equitable and inclusive practice across all phases and settings.
- Contribute to robust self-evaluation, ensuring inclusion is central within the School Improvement Plan (SIP).
- Ensure SEND policy is fully implemented, regularly reviewed and reflects statutory expectations and best practice.

#### Quality of Education and Provision

- Lead the design, implementation and review of inclusive curriculum pathways that enable all pupils to access a broad, balanced and ambitious curriculum.
- Monitor and evaluate the quality and impact of provision for pupils with additional needs, including those accessing specialist provision or interventions.
- Ensure the graduated approach is consistently applied, with high-quality teaching as the primary driver of pupil progress.
- Analyse assessment and progress data to identify need, evaluate impact and drive continuous improvement.
- Lead on intervention strategy, ensuring provision is evidence-informed, targeted and rigorously evaluated.

#### Statutory SENDCo Functions and Compliance

- Fulfil all statutory duties of the SENDCo in line with the SEND Code of Practice.
- Maintain accurate SEND records, including the SEND register and provision mapping.
- Lead EHCP and SSPP processes, including applications, annual reviews and multi-agency coordination.
- Ensure compliance with statutory processes, including safeguarding, data protection and equality duties.



- Act as a key point of contact for the Local Authority, external agencies and wider professionals.

### **Leadership of Provision and Support for Pupils**

- Ensure effective identification of pupils' needs and coordinate appropriate provision that secures strong outcomes.
- Promote full inclusion of pupils with SEND within the school community, curriculum and wider opportunities.
- Oversee pupil transitions (including EYFS and secondary and from within the Resource Base into mainstream), ensuring continuity of provision and effective information transfer.
- Lead provision for vulnerable groups, including CLA, ensuring statutory responsibilities are fulfilled.
- Work in partnership with families, ensuring communication is clear, empathetic and supports co-production.

### **Leadership, Management and Workforce Development**

- Provide professional leadership and guidance to staff, developing high-quality inclusive teaching across the school.
- Lead CPD and training to build staff expertise in meeting diverse needs and embedding inclusive pedagogy.
- Line manage inclusion staff and specialist teams, ensuring clear accountability, support and professional development.
- Contribute to performance management processes, ensuring teaching quality is continuously improving.
- Champion a culture of high expectations, inclusion and collective responsibility.

### **Partnerships, Collaboration and Trust Work**

- Work closely with the Trust Inclusion Team and wider Trust teams to strengthen provision and share best practice.
- Build and sustain effective partnerships with parents, carers, external agencies and community services.
- Engage with multi-agency partners (e.g. EPs, health, social care) to secure appropriate provision and funding.



- Contribute to Trust-wide collaboration, ensuring alignment with the “One Trust, One Organisation” model.

### **Accountability, Data and Resource Management**

- Lead the strategic use of SEND funding, ensuring effective, targeted and impactful deployment of resources.
- Monitor and report on outcomes for pupils with SEND and other vulnerable groups.
- Prepare reports for senior leaders, governors and Trust boards as required.
- Ensure provision delivers value for money and supports improved pupil outcomes.

### **Culture, Ethos and Inclusion**

- Champion an inclusive, child-centred ethos aligned to Trust values and vision.
- Promote a strong culture of belonging, where all pupils feel valued and supported to succeed including the Resource Base.
- Ensure inclusion is embedded within all aspects of school life, including curriculum, environment and wider opportunities.
- Model relational, values-driven leadership in line with Trust operating principles.

**The postholder reports to: The Headteacher**