

Job Description

Job Title: Head of Inclusion and SEND

Base Setting: Non-class based at Hightown Primary School with Trust-wide responsibilities and travel across the Trust for wider role

Salary: Leadership Spine L1 - L5 (See Trust Pay Policy)

Hours: Full-time (0.8 School based and 0.2 Trust-wide in the first instance)

Contract Type: Permanent

Responsible and Reporting to: Director of Safeguarding and School Operations for Trust-wide responsibilities and Principal for school-based SENDCO responsibilities

Job Purpose

The Head of Inclusion and SEND will provide strategic and operational leadership for inclusion across Inspire Learning Partnership, ensuring high-quality provision for pupils with SEND and additional needs or barriers. Based in Hightown Primary School, the postholder will work across the Trust to support inclusive practice, build capacity, and improve outcomes for vulnerable learners.

They will:

- Lead the development and implementation of inclusive practices across the Trust.
- Act as SENDCO within Hightown Primary School, ensuring statutory compliance and excellent provision.
- Support school leaders and SENDCOs across the Trust to embed inclusive, child-centred approaches.
- Work closely with the Director of Safeguarding and School Operations to align inclusion with safeguarding, behaviour, attendance, and wellbeing strategies.
- Provide professional development and coaching to staff on SEND and inclusion.
- Use data to monitor progress, identify needs, and evaluate impact across schools.
- Liaise with external agencies and families to secure appropriate support for pupils.
- Promote a culture of equity, belonging, and high expectations for all learners.
- Be outward-facing, innovative and proactive in challenging existing practice to drive forward-thinking approaches that secure the best outcomes for all children.

Ethics and Professional Conduct

As a senior leader within the Trust, the Head of Inclusion and SEND is expected to demonstrate consistently high standards of professional conduct and uphold The Principles of Public Life (The Nolan Principles). The postholder will act in the best interests of pupils, maintain public trust, and demonstrate ethical leadership at all times.

Key Accountabilities

SEND Leadership and School-Based Practice

- Act as the Designated SENDCO within Hightown Primary School, ensuring full compliance with the SEND Code of Practice. See separate SENDCO job description.
- Lead the development of inclusive classroom practice, including contemporary adaptive teaching and targeted interventions.
- Maintain robust systems for assessing, planning, and reviewing SEND support. Ensure there is an effective Trust-wide assessment and tracking system in place for those pupils with SEND.
- Ensure effective use of EHCPs, SEN Support Plans, and graduated response models.

Trust-Wide Inclusion Strategy

- Support the Director of Safeguarding and School Operations in developing Trust-wide inclusion frameworks.
- Provide strategic oversight of SEND, behaviour, attendance, and mental health provision.
- Lead Trust-wide initiatives to reduce exclusions and improve attendance for vulnerable pupils.
- Champion inclusive education and equity across all schools.

Professional Development and Capacity Building

- Deliver training and coaching to SENDCOs, inclusion leads, and other staff, as appropriate. Facilitate Trust-wide key strategic groups e.g. SENDCOs.
- Develop high-quality resources and toolkits that model inclusive practice, harnessing the latest technology to strengthen SEND provision, streamline systems and drive continuous improvement.
- Support schools in using data to drive improvement in outcomes for pupils with SEND.

Collaboration and Stakeholder Engagement

- Liaise with local authorities, health services, and external agencies to secure appropriate support for vulnerable pupils, in a timely fashion
- Build strong relationships with colleagues, families and carers to promote pupil wellbeing.
- Represent the Trust in multi-agency forums and strategic planning groups.

Other duties

- Support the aims, values, mission and ethos of the Trust.
- Be aware of Health and Safety issues and act in accordance with the Trust's policy
- Maintain an awareness of the Trust's policies and procedures and ensure that these are consistently and robustly applied.

Professional Development

- Take part in the Trust's appraisal procedures.
- Engage in further training and development to improve own knowledge and skills.
- Support the professional development of others through coaching and mentoring.

Working Environment

- Flexible working required, including meetings outside core hours and during school holidays.
- Travel across the Trust is expected.

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

Inspire Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: December 2025

Next review date: December 2026

Line Manager signature:

Date:

Postholder's signature:

Date:

Person Specification Criteria

Criteria	Essential	Desirable
Qualified Teacher Status	✓	
SENDCO qualification (or willingness to undertake)	✓	
Experience as a SENDCO or inclusion lead	✓	
Solution focussed	✓	
Strong understanding of SEND legislation and inclusive pedagogy	✓	
Inspiring and motivational leader	✓	
Experience of coaching and training staff	✓	
Experience working across multiple schools or MAT		✓
NPQ in Leading Behaviour and Culture or equivalent		✓
Excellent communication and interpersonal skills	✓	
Commitment to safeguarding and child welfare	✓	
Commitment to diversity, equity, inclusion, and belonging	✓	
Willingness to travel across the Trust	✓	
Enhanced DBS and Section 128 check	✓	

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