



<b>Post Title</b>	Assistant Headteacher – SEND & Inclusion	<b>Reports to</b>	Headteacher
<b>Hours per week</b>	Full time	<b>Weeks per year</b>	Term time
<b>Contract type</b>	Permanent	<b>Salary</b>	L6 – L10

## Job Description

### School Overview

The Lion Works School is an Independent special school. We are part of an ethical and progressive organisation that believes it can achieve real change for children, young people and their families. The Lion Works School is situated within the BCP local authority. We offer an academic and vocational specialist learning provision across KS3, KS4 and Post 16 aiming to reduce barriers to enable successful learning experiences and outcomes. There are a variety of routes a student can take, which include GCSEs, BTECs and other accredited qualifications whilst building confidence, improving wellbeing, enabling self-regulation and increasing attendance. Our school is full of life and has a wealth of resources to spark interest and ignite that passion to achieve, equipping our students for everyday life and the opportunities that await them.

### Purpose of the Role

As Assistant Headteacher for SEND & Inclusion, you will be an experienced teacher with a passion for supporting pupils with special educational needs. Working closely with the Headteacher and other senior colleagues, you will use your leadership skills to manage provision across the school and to support other teachers.

You will be a qualified SENDCo (or an experienced practitioner willing to undertake the NPQ SEND qualification). Your responsibilities will include designing and delivering interventions, supporting pupils in the classroom, and implementing the school's SEND strategy. You will also play a key role in ensuring that EHCP provision is effectively planned, implemented, and reviewed, so that statutory requirements are met and pupils' needs are appropriately supported.

Suitable candidates will already have managerial responsibilities with a proven track record in leading and developing inclusion practices. This experience may have come from an SLT role or a departmental role. This may be a first SLT role for the right candidate, but they would need to demonstrate a strong and effective approach in previous roles.

The Assistant Headteacher will have responsibility for Inclusion and SEND. The successful candidate should have effective knowledge and experience of this role or be willing to undertake the required training and be able to demonstrate an interest and passion for this aspect of schools and teaching practices.

### Key Accountabilities & Duties

**As a Senior Leader, you will:**

- Be a crucial part of the leadership of the school, including day-to-day management and

site responsibility when the Headteacher or Deputy Headteacher is not in attendance

- Maintain an effective school wide system of SEND and Inclusion
- Support teachers to identify the needs of learners and enable support plans to achieve effective engagement
- Support colleagues to deliver a high-quality learning experience using a variety of teaching and learning methods

**As SENDCo, you will:**

- Support teachers to identify the needs of learners and enable support plans to achieve effective engagement
- Support colleagues to deliver a high-quality learning experience using a variety of teaching and learning methods
- Plan and implement a clear Annual Review process and lead Annual Review meetings
- Develop and oversee the implementation of the school's SEND strategy and policy
- Lead a small team of therapy assistants to ensure therapeutic interventions are delivered and progress is made
- Carry out assessments of pupils with SEND to identify needs and monitor progress - including observations in the classroom and meeting with teachers and parents
- Work with classroom teachers, teaching assistants, parents and relevant external agencies to develop, implement and monitor individual support/learning plans
- Provide regular updates on pupil progress through written reports and meetings with parents
- Make referrals and liaise with professionals outside of the school - this could include psychologists, health and social care providers, speech and language therapists and occupational therapists
- Provide advice, guidance and training to classroom teachers on supporting pupils with SEND
- Support teachers to develop schemes of work and learning programmes for pupils with SEND
- Support teachers to develop and implement effective teaching and behaviour management approaches in the classroom
- Manage and advise on the school budget and resources for SEND provision
- Develop and maintain systems for keeping pupil records, ensuring information is accurate and up to date
- Analyse school, local and national data and develop appropriate strategies and interventions
- Manage SEN teachers, teaching assistants and support staff to improve pupil progress and attainment
- Keep up to date with national and local policies related to SEN and cascade information to colleagues.

**As a member of staff, you will:**

- Ensure that your practice and conduct is consistently of a high standard
- Manage student issues within agreed protocols
- Undertake such other reasonable duties as the Headteacher may require from time to time and review this Job Description annually with the Headteacher
- Participate in the school's appraisal and supervision process and to undertake any training that may be appropriate
- Support and promote our school ethos and approach
- Take appropriate responsibility to ensure the health and safety of self and others
- Pursue the achievement and integration of equal opportunities throughout all The Lion Works School's activities
- Adhere to the Staff Handbook and Code of Conduct
- Uphold our safeguarding culture of vigilance at all times, ensuring the safeguarding of students is always of paramount importance and follow the school's safeguarding and child protection policy.

**Duties falling within the scope of designated contact hours:**

- Continually maintain and develop teaching and learning approaches
- Planning, risk assessing and supervising enrichment activities, including trips and visits
- Supporting activities relating to employability, work experience and volunteering
- Participation in curriculum development activities
- Attending meetings both internally and externally
- Attendance at consultation evenings, open evenings and award events
- Invigilating exams
- Supervising students' break and lunchtimes, including leading activities
- Completing general administration relevant to the role, including paperwork in relation to student disciplinary matters, student profile and progress updates adhering to deadlines
- Preparation of reports on student progress for parents/carers
- Contributing to the reports written for both parents and local authorities, including Annual Review meetings.
- Attending staff development events and weekly staff meetings
- Undertaking and meeting any relevant CPD requirements
- Liaising with our therapy team and other specialists to ensure enhanced provision is in place at all times
- Liaising with parents/carers and outside agencies

**The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.**

### **Equal Opportunities**

The Lion Works School will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The school will seek to ensure that no applicant for employment

or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open welcoming and safe environment for all its students, employees, and visitors.

### Safeguarding

The Lion Works School is committed to safeguarding and promoting the welfare of children, and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Person Specification		
Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> <li>● Up to date and effective subject knowledge</li> <li>● Knowledge of assessment practices</li> <li>● Knowledge and understanding of neuro-developmental conditions (e.g. Autism, ADHD) and effective teaching strategies</li> <li>● Knowledge and understanding of Special Educational Needs and Disabilities and effective teaching strategies</li> <li>● Knowledge of strategies that support students' positive behaviour</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge gained from teaching in specialist settings</li> <li>● Knowledge of Independent School Standards</li> <li>● Level 3 qualification in Safeguarding</li> </ul>
Experience	<ul style="list-style-type: none"> <li>● Experience of teaching autistic children or young people</li> <li>● Experience of teaching children or young people who have additional needs</li> <li>● Delivering 'good' or 'outstanding' lessons as a teacher</li> <li>● Experience of completing observations and learning walks to support colleagues with their professional development</li> <li>● Experience of supporting a diverse staff team</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of teaching in specialist settings</li> <li>● Leadership experience within an education setting, specialist or mainstream</li> <li>● Experience of leading Annual Review Meetings</li> <li>● Level 3 qualifications in Safeguarding</li> </ul>
Skills	<ul style="list-style-type: none"> <li>● Ability to deliver engaging and successful lessons</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to build and lead an effective team</li> </ul>

	<ul style="list-style-type: none"> <li>● Ability to work well with others and independently</li> <li>● Attention to detail</li> <li>● Flexibility and openness to change</li> <li>● Excellent communication skills</li> <li>● Good written skills</li> <li>● Ability to build effective relationships with parents/carers and other professionals</li> <li>● Ability to manage and deploy teaching assistants and relevant staff</li> </ul>	
Personal attributes	<ul style="list-style-type: none"> <li>● Sensitive and understanding</li> <li>● Trustworthy</li> <li>● Punctual and reliable</li> <li>● Resilient</li> <li>● Confident</li> <li>● Proactive and innovative</li> <li>● Ability to problem solve</li> <li>● Excellent role model</li> </ul>	<ul style="list-style-type: none"> <li>● Good sense of humour and a team spirit!</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>● Honours undergraduate degree</li> <li>● PGCE or equivalent</li> <li>● Qualified Teacher Status</li> <li>● SENDCO qualification or willingness to complete</li> </ul>	<ul style="list-style-type: none"> <li>● Food Hygiene Certificate</li> <li>● Paediatric or other First Aid qualifications</li> </ul>
Other requirements		<ul style="list-style-type: none"> <li>● Full driving license</li> </ul>

Further Information	
<p>This Job Description and Person Specification are current as of February 2026. In consultation with you, it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult the Headteacher.</p>	