



**STOUR VALE  
ACADEMY  
TRUST**

# **ASSISTANT HEADTEACHER FOR INCLUSION**

**RECRUITMENT PACK**

# **Assistant Headteacher for Inclusion**

## **Full-time and Permanent**

### **L4-L8**

### **£53,602 - £59,167 pa**

We are seeking an enthusiastic and motivated leader, who has a passion for SEND, to take on the role of Assistant Headteacher for Inclusion, starting in Easter 2025 (or earlier if possible).

At Northfield Road, we are on an exciting journey of improvement, committed to providing an inclusive and supporting learning environment for all our students. This is a fantastic opportunity for an existing senior leader or experienced middle leader to help lead the school in the next phase of its development. Ideally you will be a qualified SENDCo or be willing to undertake this qualification within the first two years of appointment and a professional who can demonstrate a clear vision of priorities to implement improvements in line with the School Improvement Plan. As Assistant Headteacher for Inclusion, you will play a pivotal role in shaping our inclusive practices and strategies, working collaboratively with teachers, parents, and external agencies to ensure that all children with special educational needs and disabilities receive the support they need to thrive.

## **About Northfield Road Primary School**

At Northfield Road Primary School, we are dedicated to fostering a nurturing and inclusive environment where every child is encouraged to reach their full potential. Our school is a vibrant two-form entry primary school situated in Netherton. Anchored in the area's rich industrial and cultural heritage, Northfield Road Primary School is at the heart of its proud, close-knit community. Our school motto, **'anchoring our future'** gives a nod to our past and is a promise to ensure that every one of our pupils are equipped and prepared for the wider world.

Pupils at Northfield Road benefit from a wide and varied curriculum delivered by an enthusiastic and committed staff who go above and beyond for our learners every day. Through a rich variety of extracurricular activities, pastoral care, and a strong emphasis on values, we aim to develop pupils who are honest, responsible and resilient by teaching them that we are, **'caring together, linked together, stronger together'**.

### **The successful candidate will have:**

- Successful experience leading an area of improvement.
- A passion for inclusion and commitment to advance your knowledge of SEND leadership.
- SENDCo qualification or be willing to undertake this qualification within the first two years of appointment.
- The ability to identify and implement successful inclusion strategies that enable pupils to make excellent progress.

- The ability to develop links with parents, school governors, external agencies, the local authority and the local community.
- Delivered CPD and supported the development of teachers at different levels of experience.

**The role offers the opportunity to:**

- Be part of a professional, dedicated and friendly team.
- Work with amazing, diverse and enthusiastic pupils.
- Develop your career in inclusion provision within a supportive, friendly, and vibrant school.
- Be part of a collaborative trust
- Be part of our journey to become the best school we can be for our children and families.

Visits to the school are encouraged and we welcome you to look around our school prior to shortlisting. Visits will be conducted by the headteacher.

**For an informal conversation to discuss the role, please speak to:**

Mr Gareth Ludlam  
Headteacher  
Northfield Road Primary School  
Stour Vale Academy Trust

Please call the school to book an appointment:  
Telephone Number: 01384 818710  
Email: [info@northfield.dudley.sch.uk](mailto:info@northfield.dudley.sch.uk)

**Closing date:** Wednesday 29<sup>th</sup> January 2025 at 8.30 am

**Interviews:** Week Commencing 3<sup>rd</sup> February 2025

Applications forms can be downloaded from Wmjjobs or school website and returned to : [info@northfield.dudley.sch.uk](mailto:info@northfield.dudley.sch.uk)

Northfield Road Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.

# **ABOUT STOUR VALE ACADEMY TRUST**

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently twelve member schools, six primary, one junior, one infant with day nursery and four secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.

# OUR VISION AND VALUES

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

## OUR VALUES

**INTEGRITY**

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

**RESPECT**

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

**COLLABORATION**

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

**EXCELLENCE**

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

**STOUR VALE ACADEMY TRUST**

**SVAT.ORG.UK**

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will **create the difference together**.



# **Job Description**

## **Assistant Headteacher for Inclusion**

### **Full-time and Permanent**

### **L4-L8**

#### **Legal Requirements**

The SENCO duties must be carried out in accordance with and subject to:

- The Stour Vale Academy Trust Scheme of Delegation
- The provisions of all applicable legislation
- The School Teachers' Pay and Conditions Document
- The Funding Agreement of the School and the Academies Financial Handbook

#### **Core Purpose**

In line with the values, ethos and strategic direction of Stour Vale Academy Trust and under the overall direction of the headteacher, the Assistant Headteacher for Inclusion will:

- Determine the strategic development of Special Educational Needs and Disabilities (SEND) policy and provision in the school.
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND and LAC pupils.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- Be responsible for LAC pupils and coordinate provision in school.
- To fulfil the responsibilities of a teacher, as set out in the STPCD.

#### **Main Duties and Responsibilities**

##### **Leadership**

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- To act as the School's SENDCO.
- Build positive relationships with all members of the School's community, showing positive attitudes to them.
- Communicate the School's vision compellingly and drive strategic leadership.
- Ensure that the School's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Helping lead School development on the basis of monitoring evidence and an understanding of effective practice.
- Motivating all staff to develop their own skills and subject knowledge, supporting each other continuously to improve practice.
- Holding all staff to account for their professional conduct and practice.
- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Prepare and review information the governing board is required to publish.
- Meet regularly with the link governor and where appropriate, present to the Governing body.

- Contribute to the school improvement plan and whole-school policy.
- Identify training needs for staff and how to meet these needs.
- Lead INSET for staff.
- Share procedural information, such as the school's SEND policy.
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEN or a disability.
- Work with subject leaders to ensure that SEND pupils can access a broad and balanced curriculum.
- Lead and manage staff working with pupils with SEND or a disability.
- Lead staff appraisals and produce appraisal reports.
- Review staff performance on an ongoing basis.

### **Strategic Development of SEND Policy and Provision**

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability.
- Make sure the SEND policy is put into practice and its objectives are reflected in the school improvement plan (SIP).
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.
- Evaluate whether funding is being used effectively and suggest changes to make use of funding more effective.
- Ensure that the SEND code of practice is effectively implemented throughout the school.

### **Operation of the SEND policy and co-ordination of provision**

- Maintain an accurate SEND register and provision map.
- Provide guidance to colleagues on teaching pupils with SEN or a disability and advise on the graduated approach to SEND support and the implementation of school policy.
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment.
- Be aware of the provision in the local offer.
- Work with early years providers, other schools, educational psychologists, health and social care professionals, other schools within Stour Vale and other external agencies.
- Be a key point of contact for external agencies, especially the local authority (LA) and Stour Vale.
- Analyse assessment data for pupils with SEN or a disability.
- Implement and lead intervention groups for pupils with SEN and evaluate their effectiveness.
- Form positive relationships with parents and other stakeholders to ensure good provision for SEND pupils.

### **Support for pupils with SEN or a disability**

- Identify a pupil's SEN.
- Co-ordinate provision that meets the pupil's needs and monitor its effectiveness.
- Secure relevant services and external support for the pupil.
- Ensure records are maintained and kept up to date.



- Review the education, health, and care plan (EHCP) with parents or carers and the pupil.
- Communicate regularly with parents or carers.
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil.
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.

### **Act as Deputy Safeguarding Lead**

Work closely alongside the Designated Safeguarding Lead and other Deputy Safeguarding leads:

- Providing a safe, calm and well-ordered environment for all pupils and staff, with a strong focus on safeguarding and the development of exemplary behaviour
- Referring cases of suspected abuse to the local authority children's social care as required.
- Supporting staff who make referrals to local authority children's social care, acting as a source of support, advice and expertise for all staff.
- Liaising with the DSL to inform them of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations, supported by an ability to keep detailed, accurate and secure written records of concerns and referrals
- Ensuring each member of staff is fully trained and has access to, and understands, the School's Child Protection Policy and procedures, especially new and part time staff

## **Person Specification**

### **Assistant Headteacher for Inclusion**

<b>No</b>	<b>Categories</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS &amp; EXPERIENCE</b>			
1.	A first degree or equivalent	◆	
2.	Qualified Teacher Status	◆	
3.	Successful teaching experience	◆	
4.	Recent relevant professional development		◆
5.	Experience of leading an aspect of school improvement	◆	

6.	Experience of developing the teaching skills of colleagues or trainee teachers	◆	
7.	Experience of communicating effectively with a range of audiences	◆	
8.	National Award for SEN Co-ordination, or a willingness to complete an NPQ within 3 years of appointment	◆	
<b>KNOWLEDGE AND SKILLS</b>			
9.	Sound knowledge of the SEND Code of Practice	◆	
10.	Understanding of what makes 'quality first' teaching, and of effective intervention strategies	◆	
11.	Effective communication and interpersonal skills	◆	
12.	Ability to build effective working relationships	◆	
13.	Ability to influence and negotiate	◆	
14.	Good record-keeping skills	◆	
15.	Ability to work under pressure and prioritise effectively	◆	
<b>PERSONAL QUALITIES</b>			
16.	Committed to working collaboratively to improve outcomes for pupils and promoting the ethos and values of the school	◆	
17.	Commitment to safeguarding and promoting the welfare of children and young people	◆	
18.	Genuine respect for others and desire for equality of opportunity and diversity	◆	
19.	Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these	◆	
20.	Can-do attitude and solution focused approach with an ability to manage expectations and not over promise	◆	

21.	Have a willingness to demonstrate commitment to the values and ethos of Stour Vale Academy Trust	◆	
22.	Be committed to innovation, learning from research and the best current practice	◆	
23.	Committed to building positive and effective relationships, based on trust and transparency, with children, staff, parents, governors, other schools and the wider community	◆	
24.	Commitment to maintaining confidentiality at all times	◆	



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# CONTACT US

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Mr Gareth Ludlam  
Headteacher  
Telephone: 01384 818710

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