



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM

# Assistant Headteacher: SENDCo Recruitment Pack



## Welcome to Future Academies

Dear Applicant,

I am delighted to announce that Ashtree Primary School and Nursery will be joining the Future Academies family of schools in January 2025. We are seeking to appoint an assistant headteacher with responsibility for SEND and undertaking the role of SENCo.

This is a superb and exciting opportunity for an ambitious, enthusiastic, and passionate assistant headteacher to join the senior leadership team and support the Headteacher to ensure an ethos of high expectation for the school community. The role of assistant headteacher is an essential position within a school's leadership team and is responsible for supporting the Headteacher in the overall management of the school, ensuring that all aspects of the school's operations are aligned with the school's vision and values.

For further information regarding Ashtree Primary School, please visit the school [website](#)

Future Academies is a flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. Future Academies currently comprises nine schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

All Schools offer extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be. This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience, and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, or you would like to arrange a pre-application tour of the school, please do not hesitate to contact me via email at xxx

**Maria Janes**  
Headteacher

## JOB DESCRIPTION

**JOB TITLE:** Assistant Headteacher- SEND

**RESPONSIBLE TO:** Headteacher

**HOURS:** Full time

**SALARY:** *Leadership Pay scale L3 – L7 (£52,301-£57,831 per annum)*

*Starting salary to be confirmed upon appointment, subject to experience.*

**PLACE OF WORK:** Ashtree Primary School and Nursery

**RIGHT TO WORK:** This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance.

**STAFF BENEFITS:** Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme
- 2-week October half term

**PROBATION PERIOD:** The post holder will be required to complete a 4-month probation period

---

### PURPOSE OF THE ROLE

The role of assistant headteacher is an essential position within a school's leadership team. The assistant principal is responsible for supporting the Headteacher in the overall management of the school, ensuring that all aspects of the school's operations are aligned with the school's vision and values.

The successful candidate will work closely with teaching staff, support staff, and other stakeholders to promote a positive school culture and to ensure high-quality teaching and learning outcomes for all children.

---

### **Strategic direction and leadership**

- Support the headteacher and assistant principal in developing and communicating a clear strategic vision of how to develop the school successfully.
- Motivate and empower others to carry this vision forward.
- Model the values and vision of the Academy.
- Support the Headteacher and assistant principal in managing the school effectively and ensuring the successful implementation of radical change.
- Be an excellent role model for all staff and children, leading by example and being visible.
- Lead identified projects to tackle underachievement of specific children's groups.
- Work in harmony with the Headteacher, assistant principal Sponsor, Governors, local schools, other academies, and other partners as appropriate

### **Teaching and Learning:**

- Ensure that the curriculum delivered matches the needs of all children.
- Teach - This may include responsibility for teaching a class part time or undertaking PPA cover.
- Develop radical approaches to meeting the needs of children who enter the school with a low skill-base and those of the more able.
- Achieve a sense of harmony through the effective management of children's behaviour.
- Involve children in the decision-making processes in the school and develop policies and practices that treat students as partners in the learning process.
- Support the management of pastoral care, student welfare and anti-bullying procedures effectively.
- Maintain effective assessment, recording and reporting systems of progress.
- Monitor and evaluate the curriculum for both quality and value for money.

### **Leading and managing staff:**

- Provide leadership, support, monitoring and challenge to enable teachers to drive improvement.
- Provide mentoring and coaching to staff.
- Manage the effective deployment and performance of staff by ensuring their professional development through effective systems.
- Set appropriate performance targets for line managed areas.
- Promote the School ethos in which the highest achievements are expected from all members of the school community.

### **SEND & Inclusion:**

- Ensure that all teachers have the necessary skills to promote the achievement of children with SEND or other vulnerabilities.
- Quality assure the teaching of SEND children.
- Lead strategies to secure excellent behaviour for learning for children with SEND, including those with SEMH.
- Quality assure the SEN provision map.
- Coordinate all Annual Reviews and reviews of EHCP and/or PSPs and EHAs where appropriate and attend/ chair when necessary.
- Attend Year 6 Annual Reviews for primary students with EHCPs to help facilitate continuity and progression through the development of a transition programme.
- Liaise with Year 5 students requiring advice about provision (Secondary School SENDCO).
- Exercise a key role in assisting the Headteacher and Governors with the strategic development of SEND policy/ provision.
- Lead on the support and provision for Looked After Children (LAC) and Young Carers

- Analyse performance and behaviour data of SEND and maintain a strategic overview of interventions, as necessary.
- Lead the induction of SEND children and contribute to an enriched induction offer.
- Lead strategies to support children to develop good mental health and high levels of resilience.
- Quality assure any alternative provision offered to Ashtree children and monitor engagement.
- Provide strategic leadership of provision for children with medical needs.
- Have oversight of the impact of interventions for identified groups.
- Support liaison with external agencies to secure provision for children with SEND.
- Support liaison with the local authority to secure appropriate additional funding for children with SEND.
- Lead professional development of staff to develop their inclusive practice.
- Provide strategic leadership of the induction of children who join in-year.
- Provide regular information to the Headteacher on the evaluation of SEND provision.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time.

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

## PERSON SPECIFICATION

	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Degree qualified</li> <li>• Qualified Teacher Status (QTS)</li> <li>• Commitment to own self development.</li> <li>• National SENDCO qualification or willingness to obtain</li> </ul>	<ul style="list-style-type: none"> <li>• National professional qualification for Senior Leaders (NPQSL) or participating in training.</li> </ul>
<b>EXPERIENCE, KNOWLEDGE, AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Proven track record as a good or outstanding teacher.</li> <li>• Ability to share leadership of a large complex organisation.</li> <li>• Experience of identifying and developing high quality staff</li> <li>• Experience of effective development planning and self-evaluation</li> <li>• Experience of developing and leading curriculum or pastoral initiatives that have significantly improved student achievement, student discipline, behaviour, or attitudes.</li> <li>• Evidence of an excellent track record as an effective innovator of education</li> <li>• In-depth knowledge and understanding of national education priorities.</li> <li>• Experience as Designated Safeguarding Lead</li> <li>• Implement strategies for raising achievement and achieving excellence for students, in particular disadvantaged students.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience across whole primary age range</li> <li>• Experience of the benefit of working within a within a Multi School trust</li> <li>• Successful experience of delivering whole school or trust wide CPDL</li> <li>• Successful experience of research based/led whole school improvement</li> </ul>
<b>PERSONAL COMPETENCIES AND QUALITIES</b>	<ul style="list-style-type: none"> <li>• Ability to understand, analyse and make effective use of a wide range of data.</li> <li>• Ability to enthuse and engender a desire for learning in children and adults.</li> <li>• Ability to provide a vision underpinned by targets and goals aligned with an ability to empower others.</li> <li>• Well-developed interpersonal and communication skills (including written, oral and presentation skills)</li> <li>• Ability to manage change, leading innovations, and meeting challenges successfully.</li> <li>• A commitment to the safeguarding and promotion of the welfare of all children and young people in your care.</li> <li>• Ability to translate vision into practice.</li> </ul>	

## APPLICATION PROCESS

### 1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com/schoolrecruiter)

Applicants should complete the online application form via Eteach. Applicants should also complete the 'Supporting Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **9am on Monday 14<sup>th</sup> October**. Applications after this date will not be considered.

### 2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

### 3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

### 4. Taking up the post

The successful candidate will take up the post on 1<sup>st</sup> January 2025 or earlier.

### 5. Additional information

For further information please email [HRenquiries@futureacademies.org](mailto:HRenquiries@futureacademies.org) and a member of the HR team will contact you.

### 6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.