



JOB DESCRIPTION

Job Title: Assistant Headteacher (Inclusion & Attendance)

Grade: LGRP 14 - 18

Leadership Structure

The school operates a distributed leadership model in which senior leaders work collaboratively to deliver the school's strategic priorities.

The Headteacher leads the overall strategic direction of the school, supported by the Deputy Headteacher and Assistant Headteachers who each hold specific whole-school responsibilities.

The Assistant Headteacher for Inclusion and Attendance leads whole-school systems relating to EHCP reviews and attendance.

Purpose of the Role

The Assistant Headteacher for Inclusion and Attendance plays a key role in ensuring that systems supporting students with additional needs operate effectively and consistently across the school. Working closely with the Headteacher and Deputy Headteacher, the Assistant Headteacher ensures that EHCP processes, provision mapping and attendance systems are robust, compliant with statutory expectations and support strong outcomes for students. The role includes leadership of the EHCP review cycle, provision monitoring and attendance strategy, alongside oversight of alternative provision and flexible learning arrangements.

Key Areas of Strategic Responsibility

The Assistant Headteacher holds whole-school responsibility for:

- EHCP processes and annual review systems
- Provision monitoring and inclusion systems
- Attendance strategy and monitoring
- Alternative provision and flexible learning arrangements

Strategic Leadership

The Assistant Headteacher will:

- Contribute to the strategic leadership and development of the school.

- Support the Headteacher and Deputy Headteacher in delivering the school vision and improvement priorities.
- Promote inclusive practice across the school ensuring that provision reflects the needs identified within EHCPs.
- Monitor the effectiveness of provision for students with SEND and other vulnerable groups.
- Work collaboratively with senior leaders, pastoral staff and external partners to strengthen inclusion and attendance systems.
- Provide reports to governors and senior leaders regarding inclusion, EHCP processes and attendance.

Inclusion and SEND

- Provide oversight of EHCP processes and the annual review cycle, ensuring statutory compliance and consistency.
- Quality assure EHCP documentation, professional advice and review outcomes.
- Lead training and guidance for staff who chair annual reviews to ensure consistency of practice.
- Monitor the use of Edukey to ensure accurate provision mapping and accessibility of EHCP information.
- Ensure that review outcomes inform provision planning, interventions and classroom practice.
- Support staff in implementing strategies that reflect EHCP outcomes and identified needs.

Attendance

- Act as the Designated Attendance Lead.
- Provide strategic oversight of attendance systems including policy implementation, monitoring and evaluation.
- Analyse attendance trends and identify priorities for improvement.
- Work proactively with pastoral staff to address attendance concerns.
- Oversee the Attendance Officer ensuring accurate coding and appropriate escalation of concerns. Liaise with the Education Welfare Officer and external agencies to support improved attendance
- Oversee alternative provision placements and flexible timetables where required.
- Ensure appropriate systems for monitoring student engagement and progress in alternative provision.
- Lead risk assessments for alternative provision placements.
- Maintain appropriate communication with providers and external agencies.

Curriculum Leadership (subject(s) to be confirmed)

All Assistant Headteachers will lead a curriculum subject area.

This includes:

- Designing and delivering curriculum intent, learning journeys and assessment systems.
- Ensuring the subject curriculum is accessible and appropriately adapted for students with SEND.
- Leading moderation, work scrutiny and staff development within the subject area.
- Overseeing implementation of relevant qualifications.
- Managing the curriculum area budget and resources.
- Monitoring subject progress and producing analysis reports.
- Leading subject-specific CPD and collaboration.
- Providing oversight of developments within the subject area.

Operational Leadership

The Assistant Headteacher contributes to the effective day-to-day running of the school through leadership of key operational systems.

This includes:

- Overseeing operational matters for designated periods including duties and On Call systems.
- Supporting behaviour systems through participation in On Call, supervision of the Reset Room and serious incident discussions.
- Designing and coordinating duty rotas and lunchtime clubs.
- Contributing to whole-school systems that support the smooth operation of the school day.

Staff Leadership

- Line manage a significant number of staff including middle leaders and teachers
- Support staff through effective line management, appraisal and professional development.
- Contribute to staff wellbeing and workforce development.
- Support HR processes where required including disciplinary investigations, capability processes and grievance procedures.

Professional Responsibilities

All staff are expected to:

- Support the school vision, values and ethos.
- Demonstrate commitment to safeguarding and child protection.
- Promote equality, inclusion and high expectations for all students.
- Uphold the school's behaviour expectations of Ready, Respectful, Safe.
- Maintain high standards of professional conduct and attendance.
- Undertake duties reasonably assigned by the Headteacher.

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.