

Smallwood Primary School & Language Unit

Job Profile: Assistant Head Teacher of Inclusion & Speech, Language and Communication Unit

Job Title:

Assistant Headteacher – Inclusion & SLCN

Responsible to:

Headteacher

Responsible for:

Inclusion & Language Unit provision staff and pupils

Salary Scale:

L6 -L10

Main Purpose:

To lead the Language Unit within an inclusive school context, ensuring the highest standards of education, care, and outcomes for pupils. The role aligns with the latest DfE guidance on Language Units, SEND Code of Practice, and Wandsworth's local offer for children with SEND. The postholder will fulfil the statutory role of Special Educational Needs Coordinator (SENCo) for the Language Unit in the first instance, as well as deputise for current SENCo/DHT. The postholder will be a member of the Senior Leadership Team.

Key Duties and Responsibilities (Updated to Assistant Headteacher Level)

1. Strategic Leadership & Compliance

- Lead the continuous improvement of the Language Unit, ensuring compliance with DfE statutory guidance on Language Units, including consultation and equalities assessment requirements.
- Ensure provision meets the SEND Code of Practice and supports the delivery of Section F of EHCPs for all pupils.
- Collaborate with the senior leadership team and local authority to align Language Unit priorities with Wandsworth's SEND sufficiency strategy and local offer.
- Act as a full member of the Senior Leadership Team, contributing to whole-school strategic planning, self-evaluation, and school improvement priorities.
- Lead on a designated whole-school priority related to SEND, inclusion, ensuring coherence across mainstream and specialist provision.
- Lead & implement the schools behaviour strategy across the whole school in line with the school vision & values
- Support the Headteacher in preparation for Ofsted inspections, local authority reviews, and external audits, with strategic responsibility for SEND and inclusion evidence.

2. Quality of Provision & Outcomes

- Oversee the education and welfare of all pupils in the Language Unit, ensuring a broad, balanced, and relevant curriculum tailored to individual needs and learning styles.
- Monitor pupil progress and achievement, using assessment data to refine provision and drive continuous improvement.
- Lead on annual reviews and transition planning, ensuring robust multi-agency input and parental engagement.
- Lead quality assurance processes relating to SEND and inclusion, including lesson observations, learning walks, work scrutiny, and pupil voice activities.
- Evaluate the impact of teaching, interventions, and provision for SEND and disadvantaged pupils across the school, reporting findings to SLT and governors.
- Ensure that high expectations for behaviour, attendance, engagement, and outcomes are consistently applied for pupils in both specialist and mainstream settings.

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3. Staff Leadership & Professional Development

- Lead and manage teaching and support staff, deploying resources efficiently to maximise impact.
- Model expert teaching and provide ongoing training and support to staff, promoting autism-inclusive practice across the school.
- Deliver and facilitate CPD on SLCN/ASD-specific interventions, current research, and inclusive pedagogy.
- Line manages designated staff and middle leaders as delegated by the Headteacher, supporting leadership development and accountability.
- Lead performance management and appraisal processes for Language Unit staff and contribute to wider school appraisal systems where appropriate.
- Support induction, mentoring, and capability processes for staff working with SEND pupils.
- Take responsibility for the implementation of the behaviour policy and its application
- Lead on equality associated policies
- Regular update & monitor the effectiveness of our inclusion policies including SEN, behaviour, Safeguarding and Equality plan

4. Partnership Working & Multi-Agency Collaboration

- Establish and maintain effective partnerships with parents/carers, therapists, health, social care, and other professionals to meet the holistic needs of pupils.
- Represent the provision in borough-wide strategy groups and contribute to the development of Wandsworth's local offer.
- Act as a strategic point of contact for complex SEND cases, advising staff, parents, and external agencies.
- Promote consistent communication and partnership working across mainstream and specialist provision to ensure cohesive support for pupils and families.

5. Resource Management & Reporting

- Manage the Language Unit budget, ensuring efficient use of funds for staffing, resources, and learning environments.
- Provide formal written reports to governors and stakeholders on pupil outcomes, provision development, and strategic priorities.
- Contribute to whole-school resource planning, staffing models, and financial decision-making linked to SEND and inclusion.
- Support governors in fulfilling their statutory responsibilities relating to SEND, equality, and accessibility.

6. Admissions & Local Authority Engagement

- Lead on admissions to the Language Unit, adhering to statutory processes and ensuring transparent, equitable access.
- Work with the local authority on placement, transitions, and the strategic development of provision across Wandsworth.
- Advise the Headteacher on SEND capacity, sufficiency, and sustainability, including risk management associated with placements and staffing.
- Contribute to borough-level discussions around future planning and specialist provision.

7. Advocacy, Research & Outreach

- Keep up-to-date with current research and best practice in SLCN/ASD education, disseminating findings through staff meetings and CPD.
- Provide outreach, modelling, and professional advice to other schools, supporting borough-wide improvement in SLCN/ASD provision.
- Champion inclusive values and evidence-informed practice across the school.
- Contribute to system leadership by supporting professional networks, training programmes, and collaborative working across settings.