



St. Michael's CE Junior School

Assistant Headteacher (Inclusion)

Information Pack



Assistant Headteacher (Inclusion)

Leadership Scale (L4-L8): Full-time, Permanent

Start Date: September 2026

Inclusion at the Heart of Our Improvement Journey

Are you passionate about creating a school where every child feels known, valued, and able to thrive? Do you believe that inclusion is the foundation of a truly great school? If so, this is an exceptional opportunity to shape a community where inclusion is not just a priority—it is the heartbeat of everything we do.

We are seeking an inspirational Assistant Headteacher for Inclusion to join our newly evolving leadership team as we move at pace on a rapid journey of improvement. Rooted in Christian values, our school is committed to building a nurturing, ambitious environment where every child and every family is welcomed, supported, and empowered.

This is a role for a leader who brings expertise, compassion, and determination—and who is excited by the chance to help shape a school's future.

About the Role

As Assistant Headteacher for Inclusion (and SENCO), you will lead the strategic and operational development of inclusive practice across the school. You will ensure that every child, regardless of need, background, or circumstance, has the opportunity to flourish.

You will:

- Lead on SEND, inclusion, and pastoral care across the school.
- Work closely with children and families to build strong, trusting relationships that support wellbeing and learning.
- Oversee provision for pupils with additional needs, ensuring high-quality support and ambitious outcomes.
- Strengthen systems for early identification, intervention, and personalised support.
- Champion a culture where diversity is celebrated and barriers to learning are removed.
- Collaborate with external agencies to secure the best possible support for children and families.
- Contribute to whole-school leadership as part of a dynamic, forward-looking team.
- Model excellent classroom practice and teach regularly—because you are not only a strong leader, but an exceptional teacher who genuinely enjoys being in the classroom and inspires others through your practice. Your love of teaching will be a powerful driver of the inclusive, high-expectation culture we are building.



About You

We are looking for someone who:

- Is an excellent teacher who loves teaching and models high-quality, inclusive practice.
- Has a strong track record in SEND and inclusive leadership.
- Is passionate about working closely with children and families to help them thrive.
- Brings warmth, empathy, and a deep commitment to equity and belonging.
- Is strategic, reflective, and energised by the challenge of rapid school improvement.
- Can inspire, motivate, and support staff to deliver inclusive, high-quality practice.
- Is committed to upholding and promoting our Christian values.
- Believes wholeheartedly in the potential of every child.

What We Offer

- A unique opportunity to shape inclusion at a pivotal moment in the school's development.
- A supportive, ambitious, and evolving leadership team committed to doing what is right for children.
- Investment in your professional development and leadership journey.
- Children who deserve the very best and families who value strong relationships.
- A community rooted in Christian values, where every individual is valued and nurtured.
- The chance to use your talents, compassion, and expertise to make a lasting difference.



Job Description



Assistant Headteacher (Inclusion)

Core Purpose of the Role

The Assistant Headteacher for Inclusion will provide strategic and operational leadership for inclusion, SEND, and pastoral care across the school. As a key member of the senior leadership team, you will ensure that every child - regardless of need, background, or circumstance - feels known, valued, and able to thrive.

You will lead with compassion, expertise, and moral purpose, shaping a culture where inclusion is central to the school's identity and where barriers to learning are removed so that all pupils can flourish.

This role includes the responsibilities of SENCO.

Key Responsibilities

1. Strategic Leadership of Inclusion

- Lead the school's vision for inclusion, ensuring it is embedded in all aspects of school life.
- Develop and implement a whole-school inclusion strategy aligned with the school's improvement priorities.
- Contribute to the strategic direction of the school as part of the senior leadership team.
- Promote a culture of high expectations, equity, and belonging for all pupils.
- Ensure that inclusion is understood, valued, and championed by all staff.

2. Leadership of SEND (SENCO Responsibilities)

- Oversee the identification, assessment, and provision for pupils with SEND.
- Ensure statutory responsibilities for SEND are met, including EHCP processes, annual reviews, and high-quality documentation.
- Lead and manage the SEND team, including support staff, ensuring effective deployment and professional development.
- Maintain accurate SEND records and ensure effective communication with staff, families, and external agencies.
- Monitor the progress of pupils with SEND and ensure interventions are impactful and evidence-based.
- Provide training and guidance to staff on inclusive practice and SEND strategies.



Job Description cont.



3. Pastoral Leadership

- Support the whole-school approaches to wellbeing, behaviour, and pastoral care.
- Build strong, trusting relationships with children and families, ensuring they feel supported and listened to.
- Work with staff to ensure early identification of pastoral needs and timely intervention.
- Promote a safe, nurturing environment where children feel secure and ready to learn.
- Strengthen partnerships with external agencies to support vulnerable pupils and families.

4. Teaching & Learning

- Model outstanding, inclusive classroom practice and teach regularly.
- Demonstrate a genuine enjoyment of teaching that inspires colleagues and pupils.
- Support teachers to adapt teaching to meet diverse needs and remove barriers to learning.
- Lead professional development focused on inclusive pedagogy, behaviour, and SEND.
- Ensure that inclusive practice is embedded in curriculum planning and delivery.

5. Working with Families & the Community

- Build strong, positive relationships with parents and carers, ensuring they feel valued and involved.
- Provide guidance and support to families of pupils with SEND or pastoral needs.
- Communicate clearly and sensitively about pupil progress, provision, and next steps.
- Promote the school's Christian values in all interactions with families and the wider community.

6. Data, Monitoring & Evaluation

- Monitor the progress and outcomes of pupils with SEND and other vulnerable groups.
- Use data to identify trends, inform decision-making, and drive improvement.
- Report regularly to the Headteacher, governors, and external partners on inclusion and SEND.
- Evaluate the impact of interventions and adjust provision accordingly.

7. Safeguarding & Compliance

- Uphold the highest standards of safeguarding and child protection.
- Ensure compliance with statutory requirements relating to SEND, inclusion, equality, and attendance.
- Maintain confidentiality and professional boundaries at all times.
- Contribute to safeguarding processes, including multi-agency meetings where appropriate.



Job Description cont.



Personal Qualities

The successful candidate will demonstrate:

- Warmth, empathy, and a deep commitment to equity and belonging
- A passion for working closely with children and families
- Integrity, resilience, and a reflective approach to leadership
- A belief in the potential of every child
- A positive, solution-focused mindset
- The ability to inspire, motivate, and empower others
- A commitment to the school's Christian ethos and values

Why This Role Matters

This is a rare opportunity to shape inclusion at a pivotal moment in the school's development. You will be joining a leadership team that is ambitious, supportive, and determined to make a lasting difference for children and families.

If you are driven by purpose, motivated by challenge, and excited by the chance to help build a school where every child thrives, we would be delighted to receive your application.



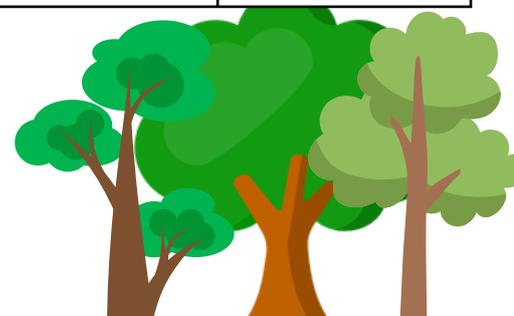
Person specification



	Criteria	Essential	Desirable	Evidence Source
Qualifications & Professional Development	Qualified Teacher Status (QTS)	Essential		Application
	Degree or equivalent	Essential		Application
	Evidence of relevant CPD in SEND / Inclusion	Essential		Application
	NASENCo qualification or willingness to complete	Essential		Application
	Leadership training or qualifications		Desirable	Application
	Additional SEND or specialist training		Desirable	Application
Experience	Proven experience as SENCO or Inclusion Leader	Essential		Application / Statement
	Evidence of improving outcomes for pupils with SEND	Essential		Application / Statement
	Experience leading staff to improve inclusive practice	Essential		Application / Statement
	Successful collaboration with families and external agencies	Essential		Application / Statement
	Experience monitoring, evaluating and reporting on provision	Essential		Application
	Demonstrable impact in whole-school or phase improvement	Essential		Application / Statement
	Teaching experience demonstrating high-quality, adaptive practice	Essential		Application / Statement
	Experience in a Church of England / values-led school		Desirable	Application / Statement



	Criteria	Essential	Desirable	Evidence Source
Knowledge & Understanding	Understanding of inclusive teaching and adaptive practice	Essential		Statement / Interview
	Understanding of SEND Code of Practice & legislation	Essential		Statement / Interview
	Knowledge of identification, assessment, and graduated response	Essential		Statement / Interview
	Experience developing EHCPs, support plans, and reviewing provision	Essential		Statement / Interview
	Understanding of wellbeing, pastoral systems, and multi-agency work	Essential		Statement / Interview
	Knowledge of statutory safeguarding responsibilities	Essential		Statement / Interview
	Understanding how Christian values support inclusive culture		Desirable	Statement / Interview
	Experience leading inclusion during improvement/challenge		Desirable	Statement / Interview
Skills & Abilities	Ability to inspire, motivate and empower staff	Essential		Application / Interview / Observation
	Strong strategic and organisational leadership skills	Essential		Statement / Interview
	Ability to analyse data to inform decisions	Essential		Statement / Interview
	Ability to lead change with clarity and sensitivity	Essential		Statement / Interview
	Ability to think strategically and act with integrity	Essential		Statement / Interview
	Ability to work collaboratively within a leadership team	Essential		Statement / Interview
	Ability to manage time, prioritise effectively, and meet deadlines	Essential		Statement / Interview
	Experience coaching or mentoring colleagues		Desirable	Statement / Interview



	Criteria	Essential	Desirable	Evidence Source
Personal Qualities	Warmth, empathy, and commitment to inclusion	Essential		Statement / Interview
	High expectations for all pupils	Essential		Statement / Interview
	Professional integrity and emotional intelligence	Essential		Statement / Interview
	Commitment to Christian values and ethos	Essential		Statement / Interview
	Passion for teaching and modelling excellent practice	Essential		Statement / Interview
Safeguarding	Strong commitment to safeguarding and welfare of children	Essential		Application / Interview
	Understanding of statutory safeguarding requirements	Essential		Application / Interview
	Current DSL Qualification and experience as a DDSL		Desirable	Application

Application procedure

Visits to see our wonderful school are warmly welcomed. Please contact Rachel Woodhouse, School Business Manager, to arrange an appointment.

If you feel that St Michael's Junior School could be a place where you would like to work, please complete the teaching application form and return it by email to r.woodhouse@st-michaels-jun.hants.sch.uk by midnight on Thursday 23rd April 2026.

Interviews will take place on Thursday 30th April 2026.

Safer Recruitment

St Michael's Church of England Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks including an online search as part of Keeping Children Safe in Education 2025 guidance.

