



Building Personal Success

## **Brampton Primary School**

### **Job Description: Assistant Headteacher / Senior SENDCo**

#### **Purpose:**

- To support the Headteacher and Deputy Headteachers in the strategic leadership and management of the school as a member of the Senior Leadership Team
- To work effectively as part of the Inclusion Team
- To lead on the PMLD Resource Provision, SEND and Equality
- To teach pupils aged 3–11 (as required) across the statutory and agreed school curriculum
- To lead the whole-school SEND strategy, ensuring high-quality provision, including EHCPs, care plans and support for pupils with medical and additional needs
- To promote the school's ethos, aims and core values, supporting the welfare, progress and development of all pupils

#### **SEND Lead**

- To lead and manage SEND provision across the school, ensuring all pupils with SEND receive high-quality support and make strong progress from their starting points
- To support, lead and train the Assistant SENDCo
- To oversee the development, implementation and review of EHCPs, individual healthcare plans and care plans
- To ensure all pupils with SEND have access to a broad and balanced curriculum
- To monitor and track pupil progress, using data to inform provision and report to SLT and governors
- To lead and deliver staff training on SEND and inclusive practice
- To liaise effectively with families, staff and external agencies, acting as the main point of contact for SEND



**Building Personal Success**

- To ensure compliance with statutory guidance, including the SEND Code of Practice and safeguarding legislation
- To coordinate identification, assessment, planning and review processes for pupils with SEND
- To ensure all statutory processes and deadlines are met, including annual reviews
- To maintain accurate, robust and confidential records
- To promote a culture of inclusion and high expectations across the school
- To ensure the most vulnerable pupils with SEND, including those with EHCPs or undergoing assessment, receive appropriate support
- To uphold safeguarding policies and procedures at all times

### **RP PMLD Lead**

- To lead and manage the Resource Provision for pupils with Profound and Multiple Learning Disabilities (PMLD)
- To oversee and support HLTAs and staff working within the provision
- To ensure appropriate curriculum adaptation so all pupils access a high-quality, broad and balanced curriculum
- To design, monitor and evaluate personalised learning plans
- To lead staff training and professional development in PMLD practice
- To work collaboratively with families, external agencies and multidisciplinary teams
- To ensure high standards of safeguarding, care and progress within the provision
- To lead the development and review of curriculum adaptations and interventions
- To coordinate multi-agency meetings and reviews
- To monitor and evaluate provision effectiveness, reporting to SLT and governors

### **ASD Lead**



Building Personal Success

- To support the SEND specialist teacher in leading ASD school-based hubs
- To oversee the coordination and delivery of high-quality provision for pupils with ASD
- To support curriculum adaptation, staff development and implementation of individual learning plans
- To promote inclusive practice and high standards of teaching and learning
- To oversee staff working within ASD provision
- To work collaboratively with families and external agencies
- To monitor and review provision and pupil progress
- To ensure compliance with relevant legislation and guidance

### **Equality Lead**

- To lead the strategic development of equality, diversity and inclusion (EDI) across the school
- To promote an inclusive culture where all pupils and staff feel valued
- To develop and review policies to promote equality and eliminate discrimination
- To provide training and guidance for staff
- To monitor and analyse data to address inequalities
- To liaise with families and the wider community
- To ensure compliance with the Equality Act 2010 and statutory requirements

### **Medical Needs (complex needs and SEND)**

- To lead the development and implementation of care plans for pupils with SEND and medical needs



Building Personal Success

- To ensure SEND needs are reflected in risk assessments
- To provide or arrange specialist training for staff
- To coordinate healthcare plans for pupils

**This is not an exhaustive list and the Headteacher may instruct the Assistant Headteacher to carry out additional duties.**

**This job description will be reviewed regularly and may be subject to amendment following consultation.**



## Person Specification

### Essential

- Qualified Teacher Status (QTS)
- National Award for SEN Coordination (NASENCo)
- Significant experience of teaching across the primary age range (3–11)
- Proven leadership experience in SEND at whole-school level
- Experience of working within a primary Resource Provision (RP)
- Extensive experience supporting pupils with Profound and Multiple Learning Disabilities (PMLD)
- Strong experience supporting pupils with ASD and complex needs
- Proven experience of managing and reviewing EHCPs, care plans, and healthcare plans
- Experience of leading, training, and developing staff, including teachers and HLTAs
- Strong understanding of the SEND Code of Practice and statutory requirements
- Specialist knowledge of effective practice for pupils with PMLD and complex needs
- Experience of monitoring progress and using data to inform provision and school improvement
- Ability to lead SEND strategically as part of a Senior Leadership Team
- Experience of delivering staff training and driving inclusive practice
- Excellent communication skills, with experience of working with families and external agencies
- Strong organisational skills with the ability to manage multiple priorities and statutory deadlines
- Deep commitment to safeguarding and promoting the welfare of pupils
- Commitment to equality, diversity, and inclusion

### Desirable

- NPQSL / NPQH or equivalent leadership qualification
- Experience of leading a Resource Provision, ASD hubs, or specialist SEND setting
- Experience of leading Equality, Diversity, and Inclusion across a school
- Experience of working closely with local authorities and multidisciplinary teams
- Additional specialist SEND training (e.g. ASD, PMLD, medical needs)