

Job Description

Assistant Head Teacher – Attendance and Inclusion

Job Title

Assistant Head Teacher – Attendance and Inclusion

Reports To

Head Teacher

Salary Scale

Leadership Scale L9-L13

Purpose of the Role

The Assistant Head Teacher for Attendance and Inclusion will provide strategic leadership to ensure high levels of attendance, inclusion, safeguarding, wellbeing, and engagement for all pupils. The post-holder will lead on developing an inclusive school culture where barriers to learning are identified and addressed effectively, enabling every child to thrive academically, socially, and emotionally.

The role includes responsibility for improving whole-school attendance, reducing persistent absence, promoting positive behaviour and inclusion practices, and working closely with families, external agencies, and staff to ensure equitable outcomes for all pupils.

Key Responsibilities

Strategic Leadership

- Contribute to the overall leadership and management of the school as a member of the Senior Leadership Team.
- Develop and implement strategic plans to improve attendance, inclusion, behaviour, and pupil wellbeing.
- Support the Head Teacher in driving the school vision, values, and improvement priorities.
- Promote a culture of high expectations, inclusion, equality, and safeguarding across the school community.
- Lead and monitor whole-school attendance and inclusion targets.

Attendance Leadership

- Lead the school's attendance strategy to improve overall attendance and reduce persistent absenteeism.
- Monitor and analyse attendance data regularly to identify trends, vulnerable groups, and pupils requiring intervention.
- Develop targeted support plans for pupils with attendance concerns.
- Work collaboratively with families to improve attendance and punctuality.
- Liaise with the Local Authority, Education Welfare Officers, and external agencies regarding attendance matters.
- Ensure statutory attendance procedures and records are compliant with current legislation and guidance.
- Produce attendance reports for governors, senior leaders, and external stakeholders.

Inclusion and Pastoral Leadership

- Lead the school's inclusion provision to ensure all pupils have equal access to learning opportunities.
- Support vulnerable pupils, including those with SEND, SEMH needs, disadvantaged pupils, and pupils at risk of exclusion.
- Oversee behaviour support and restorative practices to promote positive conduct and engagement.
- Coordinate early intervention strategies and pastoral support systems.
- Work closely with safeguarding leads to ensure pupils' welfare remains central to all practice.
- Build effective partnerships with parents, carers, external agencies, and support services.
- Promote pupil voice, wellbeing, and mental health initiatives.

Staff Leadership and Development

- Line manage relevant staff, including attendance officers, pastoral staff, and inclusion teams.
- Provide coaching, support, and professional development for staff relating to attendance, inclusion, behaviour, and safeguarding.
- Monitor the quality and impact of pastoral and inclusion provision.
- Support staff in developing inclusive classroom practices.

Safeguarding

- Support the school's safeguarding culture and ensure all safeguarding responsibilities are carried out in line with statutory requirements.
- Act as a Deputy Designated Safeguarding Lead where appropriate.
- Ensure vulnerable pupils receive timely and effective support.

Partnerships and Community Engagement

- Develop strong relationships with families to support pupil engagement and attendance.
- Represent the school at multi-agency meetings and professional forums.
- Strengthen community partnerships that enhance inclusion and pupil wellbeing.

Person Specification

Essential Qualifications and Experience

- Qualified Teacher Status (QTS).
- Successful teaching experience with evidence of impact on pupil outcomes.
- Experience of middle or senior leadership in a school setting.
- Experience of leading attendance, behaviour, pastoral care, safeguarding, or inclusion initiatives.
- Knowledge of safeguarding legislation and attendance regulations.
- Experience of working with external agencies and families.

Essential Skills and Attributes

- Strong leadership and organisational skills.
- Excellent communication and interpersonal skills.
- Ability to analyse data and implement effective interventions.
- Commitment to inclusive education and equality of opportunity.
- Ability to build positive relationships with pupils, families, and staff.
- Resilience, integrity, and professionalism.

Desirable Criteria

- National Professional Qualification (NPQ) or relevant leadership qualification.
- Designated Safeguarding Lead training.
- Experience of working in diverse or high-need communities.
- Knowledge of SEND and inclusion frameworks.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to enhanced DBS clearance and satisfactory references.

Equal Opportunities

The school is committed to promoting equality, diversity, and inclusion and welcomes applications from all suitably qualified candidates.