



Digging Deep, Expanding Minds

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Ramsgate Road, Broadstairs CT10 1PN  
Company number 1154851

## Job Description

**Post:** Deputy Headteacher for Inclusion

**Grade:** Leadership Salary: (L7 – L11)

**Responsible to:** Headteacher

**Hours:** Full time

**Contract Type:** Permanent

**Supervisory responsibilities:** SENDCo, Family Liaison Officer,  
Inclusion Team, Inclusion Practitioners  
and Teaching Assistants

## Main purpose of the role

The Deputy Headteacher for Inclusion is primarily responsible for leading and overseeing the school's strategy to ensure all pupils, regardless of their needs or backgrounds, feel included and have access to high-quality education.

The Deputy Headteacher for Inclusion has overall strategic responsibility for:

- Safeguarding
- Behaviour and Attitudes, including Attendance
- SEND
- Personal Development and Wellbeing

## Specific duties and responsibilities

### Leading Safeguarding

- Responsible for safeguarding and child protection within the school.
- Develop and implement effective safeguarding policies and procedures.
- Lead on training staff in safeguarding practices.
- Oversee the management of safeguarding records and case files.
- Ensure compliance with statutory requirements and school policies.
- Liaise with external agencies as necessary.

### Leading Behaviour and Attitudes, including Attendance

- Lead and manage initiatives to enhance pupil behaviour and attitudes across the school.
- Develop and implement effective attendance strategies to maximise pupil attendance rates.
- Collaborate with staff to create and maintain a positive, inclusive, and supportive school culture.
- Monitor and evaluate the effectiveness of behaviour and attendance policies, making improvements as needed.
- Provide training and support to staff on behaviour management and attendance strategies.
- Work with parents, carers, and external agencies to support students' attendance and behaviour.

### Leading SEND

- Develop and oversee the implementation of the school's SEND strategy and policy promoting a culture and practices that enable all pupils to access the curriculum.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.



Motivation



Integrity



Nurture



Diversity





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- Work closely with staff, parents, and external agencies to support pupils with SEND.
- Provide professional guidance to colleagues, aiming for high-quality teaching of pupils with SEND.
- Ensure the school keeps the records of all pupils with SEND up to date.
- Manage the SEND budget and resources effectively.

### Leading Personal Development and Wellbeing

- Lead and manage initiatives for enhancing Personal Development, ensuring a coherent and inclusive curriculum aligned with the school's values.
- Oversee provision for PSHE, RSHE, SMSC and enrichment opportunities.
- Promote a strong culture of safeguarding, wellbeing, positive behaviour, and high attendance.
- Develop pupils' character, resilience, leadership, and respect for diversity and inclusion.
- Line manage pastoral staff, ensuring high-quality provision and consistency across the school.
- Monitor impact through data, pupil voice, and stakeholder feedback, driving continuous improvement.

### General duties and responsibilities

#### Shaping the future

- In partnership with the Headteacher and Governors establish and implement an ambitious vision and ethos for the future of the school.
- Play a leading role in the school improvement and school self-evaluation planning process.
- In partnership with the Headteacher manage school resources.
- Devise, implement and monitor action plans and other policy developments.
- Lead by example to motivate and work with others.
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives.
- Promote a culture of inclusion within the school community where all views are valued and considered.

#### Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond.
- Organise and support the induction of staff new to the school and those being trained within the school.
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headteacher.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.
- Lead the annual appraisal process for all support staff.



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### Managing the organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate.
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication.
- Working with the Headteacher, undertake key activities related to professional, personnel/HR issues.
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Be a proactive and effective member of the senior leadership team.
- Take full responsibility for the School in the absence of the Headteacher.
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate.
- To undertake any professional duties, reasonably delegated by the Headteacher.

### Securing accountability

- Lead and support the staff and Governing Body in fulfilling their responsibilities regarding the school's performance and standards.
- Support the Headteacher in reporting the school's performance to its community and partners.
- Promote and protect the health and safety welfare of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### Strengthening community

- Support the Headteacher in maintaining and developing a culture and curriculum which prepares children to be great citizens who are ready for their next phase in school life and the wider world they live in
- Work with the headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.
- Develop and maintain contact with all specialist support services as appropriate.
- Promote the positive involvement of parents/carers in school life.
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Strengthen partnership and community working.
- Promote positive relationships and work with colleagues in other schools and external agencies.

*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 it will be reviewed annually as part of the appraisal process or as appropriate*



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## Personal Specification: Deputy Headteacher for Inclusion

### Essential Criteria:

#### 1. Qualifications:

- Qualified Teacher Status (QTS).
- Further professional qualifications in education or leadership.
- Trained Designated Safeguarding Lead.
- Evidence of continuous professional development relevant to the role.

#### 2. Experience:

- Significant teaching experience in the primary sector.
- Significant experience in a leadership or management role within a primary school setting, including being part of a Senior Leadership Team.
- Proven track record of leading inclusion initiatives and improving outcomes for pupils with Special Educational Needs and Disabilities (SEND)
- Experience as a primary school SENDCo (desirable)
- Proven track record for positive leading pastoral support.
- Proven track record of raising standards and effectively managing change.
- Involvement in whole-school initiatives.
- Experience of Trauma Informed practices to support vulnerable pupils (desirable)
- Experience of working with and involving school Governors
- Experience of working in partnership with other schools or agencies.

#### 3. Knowledge and Understanding:

- Strong understanding of the SEND Code of Practice and inclusive education strategies
- Strong knowledge of safeguarding policies and procedures, including "Keeping Children Safe in Education" (KCSIE).
- Thorough understanding of the national curriculum and assessment requirements.
- Knowledge of effective strategies for improving teaching and learning.
- Awareness of legislation relevant to primary education and safeguarding.

#### 4. Skills and Abilities:

- Strong leadership skills with the ability to inspire and motivate others.
- Excellent communication and interpersonal skills.
- Ability to analyse data to inform school improvement.
- Experience in staff development and leading professional training.
- Competence in managing resources and budgeting.

#### 5. Personal Qualities:

- A commitment to the school's ethos and values.
- A resilient, positive, and proactive approach to challenges.
- Ability to build effective relationships with pupils, staff, parents, and the wider community.
- Strong ethical and moral values with a commitment to equality and diversity.



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