

Job Description	
Department	Inclusion and Pupil Premium
Post Title:	Assistant Principal for Inclusion and Pupil Premium
Salary Scale/Range	L12 – L16
Permanent/Fixed Term	Permanent
Posts Responsible to	Vice Principal for Inclusion and Pastoral Systems
Post Responsible For	Operational SENDCO and SEND team, with other delegated inclusion functions
Job Purpose: To provide visible, expert and effective operational leadership of inclusion and Pupil Premium across Werneth School. The postholder will translate the school's strategic inclusion priorities into consistently strong provision, secure effective implementation and maintain clear evidence of impact for senior leaders, governors, the Trust and external review. The postholder will work across curriculum, pastoral and safeguarding teams to remove barriers to attendance, participation and achievement. They will ensure that pupils with SEND, disadvantaged pupils and other vulnerable learners receive well-coordinated support, ambitious provision and appropriate access to the full life of the school.	

Key Accountabilities/Primary Responsibilities:

Duties that may be carried out in this role include, but are not limited to:

- Lead the operational implementation and ongoing improvement of the whole-school inclusion and Pupil Premium strategy in line with the School Development Plan, Rapid Improvement Plan and Leadership Transparency Model.
- Translate the Vice Principal's strategic direction into coherent systems, clear standards, deliverable plans and measurable outcomes.
- Provide accurate, timely reporting to the Vice Principal for Inclusion and Pastoral Systems and the Principal, escalating statutory, safeguarding, provision, capacity and financial risks promptly.
- Maintain readiness for Ofsted, RISE, Trust and governor scrutiny of SEND, disadvantaged pupils, vulnerable learners and inclusion.

SEND Leadership and Provision

- Provide strategic operational leadership of SEND within the framework set by the Vice Principal for Inclusion and Pastoral Systems.
- Ensure that the operational SENDCO and SEND team fulfil delegated statutory and day-to-day responsibilities accurately, efficiently and within required timescales.
- Oversee high-quality EHCP processes, annual reviews, assess-plan-do-review cycles, provision mapping and the implementation of identified support.
- Evaluate the quality and impact of SEND provision through pupil outcomes, classroom practice, attendance, behaviour, pupil and parent voice, work scrutiny and provision review.

- Work with curriculum and teaching leaders to strengthen adaptive teaching, staff confidence and subject-specific responses to SEND.
- Ensure that pupils with SEND experience ambitious expectations, appropriate challenge, effective reasonable adjustments and access to the full curriculum and wider school offer.
- Coordinate effective transition planning for pupils with SEND, including Year 6 to Year 7, in-year admission, phase transfer and preparation for adulthood.

Pupil Premium and Disadvantaged Strategy

- Lead the operational development, delivery and evaluation of the school's Pupil Premium strategy within the strategic framework set by the Vice Principal.
- Use robust diagnostic assessment and school information to identify the academic, attendance, behaviour, participation and pastoral barriers experienced by disadvantaged pupils.
- Ensure that Pupil Premium activity is evidence-informed, sharply targeted, appropriately resourced and evaluated for impact rather than activity alone.
- Track the attendance, attainment, progress, behaviour, suspension, participation and destination outcomes of disadvantaged pupils and secure timely action where gaps emerge.
- Coordinate contributions from curriculum, pastoral, attendance, safeguarding, careers and enrichment leaders so that disadvantage is addressed as a whole-school responsibility.
- Maintain clear financial and impact evidence to support statutory publication, governor oversight and external scrutiny of the Pupil Premium strategy.

Vulnerable Learners Equality and Accessibility

- Provide delegated operational oversight of provision for looked-after and previously looked-after children and pupils known to social care, working closely with safeguarding and pastoral leaders.
- Ensure that equality, accessibility and reasonable-adjustment duties are translated into effective everyday practice.
- Identify patterns of disproportionality, unmet need or unequal access and coordinate improvement action with relevant leaders.
- Strengthen pupil and parent voice within inclusion planning, ensuring that communication is clear, respectful and focused on improving outcomes.
- Work with families, the Local Authority, health professionals, social care and other agencies to secure coordinated support and appropriate challenge.
- Promote a culture of belonging in which difference is understood, barriers are addressed and vulnerable pupils are known and supported.

Alternative Provision and Reintegration

- Coordinate Alternative Provision placements within the school's agreed referral, quality-assurance and safeguarding processes.
- Ensure that each placement has a clear rationale, intended outcomes, curriculum plan, attendance expectations, safeguarding arrangements and review schedule.
- Monitor the attendance, engagement, progress, wellbeing and destination of pupils accessing Alternative Provision and intervene promptly where provision is not effective.
- Lead reintegration planning so that pupils return to school or move to their next destination with appropriate support, information and accountability.
- Maintain accurate records and provide assurance that commissioned provision is safe, suitable, lawful and represents appropriate use of resources.

Leadership Management and Quality Assurance

- Line manage the operational SENDCO and SEND team, with Teaching Assistants and Learning Support led through the agreed SEND structure.
- Provide functional leadership for Pupil Premium interventions, Alternative Provision coordination and other delegated inclusion functions.

- Chair SEND and Inclusion operational meetings, EHCP and provision-mapping reviews, Pupil Premium strategy reviews, Alternative Provision and reintegration reviews, and vulnerable-pupil transition meetings.
- Set clear expectations, delegate effectively and hold colleagues to account through supportive but rigorous review.
- Build leadership capacity in others by coaching, sharing expertise and creating meaningful opportunities for staff development.
- Maintain a concise evidence base that shows need, provision, implementation, outcomes, participation and improvement over time.
- Support reporting to the SEND, Inclusion and Pupil Premium link governor and the Standards Committee through the Vice Principal for Inclusion and Pastoral Systems.
- Contribute fully to Senior Leadership Team meetings, whole-school self-evaluation, policy development, improvement planning and the leadership of significant school events.

Whole School Leadership Expectations

- Model the school's values and leadership expectations through high visibility, calm authority, professional conduct and consistent follow-through.
- Promote high standards of attendance, behaviour, safeguarding, inclusion, teaching and learning whenever working with pupils, staff and families.
- Undertake duties and leadership responsibilities reasonably assigned by the Principal, including operational leadership during the school day and at key events.
- Contribute to a culture of shared accountability expressed through the principle: one leadership team, shared priorities and shared accountability.
- Engage positively with professional development, appraisal and review, and adapt operational priorities as the needs of pupils and the school develop.

Safeguarding and Professional Responsibilities

- Act at all times in accordance with the school's safeguarding and child-protection policies and procedures, reporting concerns without delay.
- Promote the welfare, safety and dignity of pupils and maintain appropriate professional boundaries.
- Comply with school and Trust policies, statutory requirements, data-protection expectations and health and safety procedures.
- Demonstrate a personal commitment to equality of opportunity and to eliminating discrimination, harassment and victimisation.
- The duties described are not exhaustive. They may be amended following consultation to reflect the needs of the school and the School Development Plan.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the school.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Assistant Principal for Inclusion and Pupil Premium are kept up to date, including attending any training course relevant to the post to ensure continuing personal and professional development.
- The Assistant Principal for Inclusion and Pupil Premium will be a professional role model, and understand and promote the aims and the values of the Trust

Safeguarding and Promoting the Welfare of Children and Young People

- The Assistant Principal for Inclusion and Pupil Premium is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding at all times.
- The Assistant Principal for Inclusion and Pupil Premium must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety, or wellbeing of children or young people.

Data Protection & Confidentiality

- The Assistant Principal for Inclusion and Pupil Premium is expected to comply with the provisions of GDPR and the Data Protection Act 2018 and follow all of the Trust's information governance policies and procedures at all times.
- Any information the Assistant Principal for Inclusion and Pupil Premium has access to, or is responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person, or Authority without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

- The Assistant Principal for Inclusion and Pupil Premium is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust is committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

Health and Safety

- The Assistant Principal for Inclusion and Pupil Premium has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
- The Assistant Principal for Inclusion and Pupil Premium must cooperate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.

This job description is reviewed on a regular basis at the time of the annual performance review to ensure it accurately reflects the role being undertaken.

Staff Member Name	
Signature	

Date	
Manager Name	
Signature	
Date	

The particular duties assigned to this post are set out above but should not be regarded as exclusive, or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the Trust/School. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the post.