

<p>Assistant Headteacher – SEN and Inclusion</p>	<p>SALARY SCALE: Leadership Scale 12-16 (Inner London)</p>
<p>From September 2026</p>	

Ealing Alternative Provision are looking to recruit a dynamic Assistant Headteacher to serve as the school's designated SENCO, providing strategic leadership and operational management of SEND and Section 19 provision.

This is an exciting leadership opportunity to join a provision which is transforming its shape in order to strengthen even further the support provided to young people who attend our provision.

The Provision

- EAP is a co-educational Alternative Provision that provides a bespoke educational offer to students aged 11-16 who have either been permanently excluded, have a diagnosed mental health condition and interim provision for students who have yet to be placed in mainstream or have an EHCP. We also provide home tuition to students aged (11-16) who have a physical medical condition which means they are unable to attend school for a period of time.
- Section 19 of the Education Act exists to ensure that no child misses out on education, whatever challenges they may be facing. Pupils may be supported under Section 19 when they are unable to attend mainstream school due to exclusion, medical needs, anxiety or emotionally based school avoidance, or other complex circumstances that make a traditional setting unsuitable.

- This provision allows us to step in at a crucial moment—offering stability, understanding, and a tailored approach that meets each young person where they are. It's about removing barriers, rebuilding trust in education, and creating pathways back into learning, whether that's reintegration into mainstream school or progression to a new setting.
- Our vision is to deliver high-quality education within a supportive, reflective, and purposeful learning environment. We are committed to consistently meeting the unique needs of our students and their families, ensuring they feel safe, valued, and empowered to grow. Through a therapeutic approach, we aim to inspire better life choices and create clear pathways to a happy, successful future. Our intent is to build positive and trusting relationships with all stakeholders and to re-engage children successfully with their learning. Our values of Respect, Resilience and Responsibility are embedded in all aspects of the work we do providing our students with the tools they need to face the challenges of school life and life in the adult world. We place the individual at the heart of what we offer and EAP prides itself on the bespoke and targeted programmes for students.

Key Responsibilities

Strategic Leadership & Inclusion

- Provide strategic leadership for inclusion and SEND across the school
- Contribute to whole-school improvement planning as a member of the Senior Leadership Team
- Promote a culture of high expectations, inclusion, and equity for all learners
- Lead on the development and implementation of inclusive practice across all provisions
- Contribute to the wider day to day leadership of the school as part of the leadership team
- The post holder may be required to undertake other duties reasonably directed by the Headteacher in line with the responsibilities of the role.
- Contribute to the development and implementation of the school improvement plan.

Teaching & Learning (SEND Focus)

- Lead on improving the quality of teaching and learning for pupils with SEND across the school
- Ensure adaptive teaching is consistently embedded and reflects best practice
- Monitor and evaluate the impact of teaching strategies on outcomes for pupils with SEND

- Support teachers in planning and delivering inclusive, ambitious, and appropriately scaffolded lessons
- Provide training and coaching to staff on effective SEND pedagogy and classroom strategies
- Ensure that curriculum pathways are appropriately designed and accessible for pupils with a range of needs
- Work with middle leaders to ensure SEND learners achieve well across all subjects

SENCO Responsibilities (Statutory)

- Act as the school's named SENCO, fulfilling all statutory duties in line with the SEND Code of Practice
- Maintain oversight of EHCP processes, annual reviews, and multi-agency coordination
- Ensure the school meets all legal requirements relating to SEND provision
- Lead on identification, assessment, and provision for pupils with SEND
- Maintain accurate and up-to-date SEND records and documentation
- Liaise effectively with parents/carers, external agencies, and the Local Authority

Section 19 Medical Provision

- Lead the coordination and quality assurance of education for pupils unable to attend school due to medical needs
- Ensure compliance with statutory guidance relating to medical provision
- Develop and implement reintegration plans for pupils returning to school
- Work collaboratively with health professionals and other agencies

Quality Assurance & Safeguarding

- Monitor the quality and impact of SEND and medical provision
- Oversee and quality assure any bespoke or alternative education packages (including EOTAS, where applicable), ensuring provision is safe, appropriate, and outcomes-focused
- Ensure robust safeguarding procedures are in place across all off-site provision
- Use data effectively to evaluate provision and drive improvement
- Report to SLT, Governors, and the Local Authority as required

Whole-School Leadership & Culture

- Support the Headteacher in the day-to-day leadership and management of the school
- Act as a visible and approachable senior leader, modelling professional standards and values
- Promote and uphold the school's vision, ethos, and values across all provisions

- Lead by example in establishing a positive, inclusive, and safe school culture
- Deputise for the Headteacher when required

Behaviour, Safeguarding and Pastoral Leadership

- Support the strategic leadership of behaviour, attendance, and safeguarding across the provision
- Ensure consistent implementation of behaviour policies and restorative approaches
- Contribute to safeguarding leadership in line with Keeping Children Safe in Education
- Work closely with pastoral teams to ensure high-quality support for vulnerable pupils
- Promote student wellbeing, engagement, and personal development

Staff Development & Performance Management

- Line manage and appraise staff in line with school policies
- Contribute to the design and delivery of high-quality CPD across the school
- Support recruitment, induction, and retention of staff
- Coach and mentor colleagues to improve teaching, leadership, and outcomes

Curriculum & Standards (Whole-School)

- Contribute to the development, implementation, and evaluation of the curriculum
- Support raising standards of teaching and learning across all key stages
- Use data and assessment information to monitor progress and drive improvement
- Ensure high expectations for achievement and behaviour are consistently applied

Operational Leadership

- Contribute to the effective day-to-day running of the school, including timetabling, staffing, and resource allocation (as appropriate)
- Support the management of transitions (entry, reintegration, post-16 pathways)
- Lead or contribute to key whole-school systems and routines

Stakeholder Engagement

- Build strong relationships with parents/carers, external agencies, and the Local Authority
- Represent the school at meetings, panels, and multi-agency forums
- Communicate effectively with all stakeholders to support pupil outcomes

Accountability & Governance

- Contribute to reports for Governors and external stakeholders
- Support the school in meeting expectations of Ofsted
- Ensure compliance with statutory responsibilities beyond SEND (e.g. safeguarding, equality duties)
- Take responsibility for specific whole-school priorities as directed by the Headteacher
- Play a key role in school self-evaluation (SEF) and improvement planning
- Support inspection readiness and external reviews

Person specification:

Essential:

- Qualified Teacher Status (QTS)
- National Award for SEN Coordination (or willingness to complete)
- Proven leadership experience within a school setting
- Strong knowledge of the SEND Code of Practice and statutory requirements
- Experience of EHCP processes and multi-agency working

Desirable:

- Experience in Alternative Provision or specialist settings
- Experience leading medical or outreach provision
- Evidence of whole-school impact in improving outcomes for vulnerable learners

Accountability

- Accountable to: Headteacher
- Line manages: SEND and inclusion staff (as appropriate)



Closing date for applications: Monday 18th May 2026 – 9am.

Interviews to take place on Thursday 21st May 2026

Application forms to be returned to Ms Caroline O'Connor, Head teacher (EAP)
via e-mail to hr@eap.ealing.sch.uk

