

Application Pack

Assistant Headteacher – Inclusion, SEND & Alternative Provision

Start date:
1st January 2027 or ASAP

Application closing date:
Weds 15th July
12 noon

Interview date:
TBC



Welcome to our school

Dear Applicant

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am delighted to welcome you to Derby Cathedral School, where I am proud to serve as Headteacher. Our school is a vibrant, values-led community built on high expectations and a belief that every child can achieve remarkable success. Inspired by John 10:10 - "I have come that they may have life, and have it to the full", we are committed to ensuring our students experience life in all its fullness.

Learning here is shaped by both rigour and joy. Through our FAITH values, we set ambitious standards for behaviour and academic achievement, knowing that with clear structure, dedication, and support, every student can excel. Alongside academic challenge, we nurture character - fostering curiosity, resilience, and integrity so that our students grow into capable and compassionate contributors to society.

Our aim is simple: to help every young person flourish - academically, personally, and spiritually so they leave us with the knowledge, character, and confidence to shape their world for the better.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Andy Brown
Headteacher

School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

Job Description

Job Details

Job title: Assistant Headteacher – Inclusion, SEND & Alternative Provision

Department: Senior Leadership Team

Reports to: Deputy Headteacher: Pastoral

Strategic Accountability to: Headteacher

Hours of work: Full time

Salary: Leadership Scale 15 –19 - £73,105 - £80,655

Job purpose:

- To work with the Headteacher, Deputy Headteacher: Pastoral, Senior Leadership Team and Middle Leaders in all aspects of leadership and management.
- To take strategic responsibility for inclusion across the school, ensuring high-quality provision for all pupils, particularly those with SEND and those requiring additional support through alternative provision.
- The role will lead the development of adaptive teaching, ensuring classroom practice meets the needs of all learners and contributes directly to whole-school improvement.

Job Description

Main duties/responsibilities

General Leadership

- Support the Headteacher, Deputy Headteacher: Pastoral and SLT in providing a clear direction for the development of the School.
- Contribute to establishing the core values of the Leadership Team and their practical expression.
- Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
- Support the Headteacher, SLT and staff in the review, implementation, development and monitoring of whole school policies.
- Attend SLT meetings as required and communicate effectively with staff where appropriate.
- Establish positive relationships and support and lead staff across the school.
- Plan, organise and chair meetings as appropriate.
- Lead, support, motivate and direct staff working within the teams outlined below.
- Liaise with staff and outside agencies.
- Ensure that mechanisms are in place to promote standards and quality assurance.
- Support the aims and ethos of the school.
- Liaise with Governors, when appropriate, to support their oversight of inclusion.
- Attend and participate in open and parent evenings.
- Uphold the school's expectations and culture.
- Lead and contribute to staff training linked to inclusion, SEND and alternative provision.
- Participate in Continuing Professional Development.

Inclusion (Whole School)

- Strategic Lead for Inclusion.
- Ofsted Lead for Inclusion.
- Strategic lead for the graduated response, ensuring a clear continuum of support for vulnerable pupils.

Main duties/responsibilities – continued

Inclusion (Whole School) Continued

- Strategic lead for restorative pastoral systems.
- Strategic lead for adaptive teaching and inclusive classroom practice, ensuring high-quality teaching meets the needs of all learners.
- Work with the Headteacher, Deputy Headteacher: Pastoral and SLT to ensure inclusion is central to the School Improvement Plan.
- Promote Christian distinctiveness through inclusion across all aspects of school life.
- Support staff in developing inclusive classroom practice and removing barriers to learning.

SEND

- Strategic Lead for SEND and named SENDCo.
- Line manage the operational SENDCo.
- Oversee the SEND team and ensure effective deployment of staff.
- Oversee the SEND register, provision mapping and interventions.
- Lead the development and implementation of the SEND handbook.
- Lead the SEND audit cycle and ensure actions are implemented and monitored.
- Monitor SEND data, progress and impact of interventions and report to the Headteacher and SLT.
- Ensure statutory compliance and high-quality provision for pupils with SEND.
- Liaise with external agencies to ensure coordinated support for pupils.
- Support teaching staff in embedding high-quality adaptive teaching across the school.

<p>Alternative Provision</p>	<ul style="list-style-type: none"> • Strategic Lead for Alternative Provision (internal and external). • Line manage the Director of Alternative Provision. • Line manage the Internal Alternative Provision Lead. • Oversee quality assurance of all alternative provision placements. • Develop and implement strategy for internal alternative provision. • Ensure robust systems for reintegration into mainstream provision. • Work with the Headteacher and SLT to develop external partnerships and placements. • Oversee KS4 alternative pathways ensuring appropriate curriculum and strong outcomes. •
<p>Intervention and Graduated Response</p>	<ul style="list-style-type: none"> • Lead the development of a whole-school graduated response to pupil need. • Oversee targeted and specialist interventions for pupils with higher levels of need. • Support staff in identifying need early and implementing appropriate strategies. • Ensure effective escalation of support where required. • Monitor the impact of intervention strategies and adapt provision accordingly. • Ensure alignment between SEND, pastoral and alternative provision strategies.
<p>Monitoring</p>	<ul style="list-style-type: none"> • SEND register and provision • Alternative provision quality and impact • Intervention and graduated response systems • Inclusion outcomes across the school

Main duties/responsibilities – continued

Teaching and Learning	<ul style="list-style-type: none">• Lead the development of high-quality teaching through adaptive practice, ensuring all pupils can access and succeed in the curriculum.• Support the Headteacher, Deputy Headteacher: Pastoral and SLT in improving teaching and learning across the school.• Lead by example as a teacher and as a manager, achieving high standards of student attainment and engagement.• Monitor and evaluate the progress and attainment of vulnerable groups.• Work with middle leaders and teaching staff to ensure curriculum design supports inclusive practice.• Promote and model strong classroom practice across the school.• Contribute to curriculum planning to ensure inclusion is embedded.• Undertake a reduced teaching timetable.
Recording and Assessment	<ul style="list-style-type: none">• Provide regular updates to the Headteacher and SLT on the effectiveness of provision for pupils.• Contribute to target setting and school improvement priorities.• Monitor progress and ensure appropriate action plans are implemented.• Support staff in ensuring provision meets the needs of individual pupils
People and Relationships	<ul style="list-style-type: none">• Promote Christian distinctiveness through inclusion.• Develop and sustain positive relationships with staff, students, parents and Governors.• Support staff in meeting the needs of pupils with SEND and additional needs.• Work collaboratively with pastoral leaders and teaching staff.• Encourage moral, social and personal development in students.• Manage change and innovation effectively across the school.
Training and Development of Self and Others	<ul style="list-style-type: none">• Lead the professional development of staff in SEND, inclusion and adaptive teaching.• Support teaching staff to develop expertise in meeting the needs of all learners through high-quality classroom practice.• Contribute to staff training needs analysis and INSET provision.• Ensure effective induction and development of inclusion staff.• Support effective use of resources across SEND and alternative provision.• Maintain a structured environment that supports inclusion, learning and engagement.

Job Description

Person specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none">• Good quality Honours degree in a related subject• PGCE or equivalent in secondary or primary education• Qualified Teacher Status• Ability to deliver elements of key curriculum areas	<ul style="list-style-type: none">• Current first aid certificate• Relevant training in behaviour support
Experience	<ul style="list-style-type: none">• Successful experience teaching the relevant subject at Key Stage 3 and 4.• Leadership and management experience	<ul style="list-style-type: none">• Experience developing policies and practices• Experience designing curriculum plans
Knowledge and skills	<ul style="list-style-type: none">• An understanding of what constitutes outstanding teaching and learning and the ability to put this into practice• The ability to use data to monitor student progress and inform curriculum planning• The ability to put in place effective intervention for under achieving students• Good organisational skills• An understanding of the qualities of a successful scheme of work and the key principles of assessment• The ability to coach and mentor other staff• Understanding of current developments in teaching pedagogy (general and subject specific) and wider educational issues• Good behaviour management skills• The ability to motivate young people	

Person specification – continued

	Essential	Desirable
Personal qualities	<ul style="list-style-type: none"> • The ability to form good working relationships with colleagues and pupils • The ability to prioritise and meet deadlines • Confidence in leadership roles • A commitment to continued professional development • A desire and commitment to contribute to the wider school and its community • A commitment protecting the welfare of young people • An open mind to change and the unique circumstances found in a new and expanding school 	<ul style="list-style-type: none"> • A willingness to support the extra-curricular activities and events of the school by creating links with other departments
Other	<ul style="list-style-type: none"> • Good attendance/punctuality record • Enhanced DBS certificate and barred list check • Flexibility 	

As per the updated guidance in Keeping Children Safe in Education 2024, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.

Job Review - This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.