



Ark Acton Academy



**Assistant Principal: SENDCo and
Inclusion**

Recruitment Pack

Assistant Principal: SENDCo and Inclusion Job description

Dear Applicant,

If you are passionate about, SEND education, inclusion and ensuring every child flourishes at school, then this is the role for you!

Help us build an inclusive school, provide an excellent education for high needs SEND pupil and ensure all pupils at Ark Acton fulfil our mission.

Our school exists to challenge unfairness. Our mission is to ensure that:

All Ark Acton pupils leave us knowledgeable, confident and articulate young people, able to make a meaningful contribution to society, pursue careers they are passionate about, lead happy and fulfilling lives, and leave the world better than they found it.

From small acorns grow mighty oaks!

At Ark Acton we think teaching is the best job in the world – so we have stripped away anything we feel gets in the way of being a great teacher. This includes:

- Whole class feedback and live- marking policies that sit at department level
- No graded lesson observations
- No report writing
- No parent's evenings
- No ½ termly data metrics to track progress

Benefits of working at Ark Acton Academy

- Twice as many training days as standard
- Weekly staff training designed to meet the needs of the school
- Coaching for every teacher
- Access to high-quality, regular professional development
- [Click here](#) to find out more about the benefits we offer.



We have high expectations for our pupils – and our staff – but we know that by working as a team and committing to our mission we can shape the future.

We look forward to seeing you at interview
Sarah Donachy
Principal



Assistant Principal: SENDCo and Inclusion Job description

Job Title: Assistant Principal: SENDCo and Inclusion

Reports to: Principal

Responsible for:

Start date: September 2025

Salary: Leadership, points 12-16, £75,803 - £82,780 per annum

Main purpose of the job:

Develop and lead our Inclusion strategy

- With the VP Culture and Ethos, develop our inclusion strategy so that every child feels a sense of belonging, is heard and their needs met, and achieves great outcomes.
- Chair triangulation meetings and ensure they result in the right intervention, for the right pupils at the right time to support success at school.
- Monitor and review the quality of interventions so that every child is given the tools to be successful and we reduce suspensions for all groups of pupils.
- Lead the attendance team and ensure high quality and timely intervention addresses barriers to attendance meaningfully and ensure great attendance across the school.

Lead the establishment of our SRP

With the SRP lead

- Develop and embed our SRP approaches to PFA and academic study, assessment and progress so that we are ambitious for our pupils and meet their needs.
- Organise assessment for children in the SRP, including the tracking of data each term, and reporting to SLT, our LGB and the Ark Network as required.
- Develop and embed the culture and ethos of the SRP in line with our whole school mission, values and systems.
- Develop the approach to, and carry out, regular monitoring of teaching and learning in the SRP.
- Lead information sessions for parents of pupils in the ARP.

- Develop our approach evaluation of the school programmes for the SRP. Lead the organisation, planning and logistics of these activities
- Recruit and induct a team of professionals who can bring about our vision for a great SRP.

Lead our Whole School SEND provision

- Develop and embed our ambitious whole school approach to SEND in line with the mission and values of the school and the role of the SRP
- Lead a data driven approach to SEND, monitoring and reviewing the quality of the provision regularly and intervening with urgency to ensure all pupils get the very best possible support in and out of lesson
- Maintain up-to-date knowledge of national and local initiatives that may affect the Academy's policy and practice.
- Evaluate whether funding is being used effectively and suggest changes to make use of funding more effective.
- Implement and lead intervention groups for students with SEND and evaluate their effectiveness.
- Develop the wider SEND team – the SRP lead and team; the SEND leadership team; the team of LSAs - and train all staff in relevant approaches.
- Develop the systems that quickly and effectively identify, a student's SEND and/or need for specialist assessment and establish support early.
- Lead whole school training for all staff on all aspects of teaching SEND pupils proficiently.

Leadership and Management

- Model our leadership values and behaviors
- Commit to and practice a data driven model of school leadership using our three key questions – what is our vision for great? What is the data telling us? What is our action plan to close the gap or move quicker?
- Share responsibility for the management of the Academy and contribute to the consultative and decision-making processes
- Support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- Actively promote the academy and liaise with outside agencies as necessary, representing the Principal, the academy or Ark as appropriate
- Provide information, advice, and perspective to the governing body and to any legitimate external enquiry/evaluation
- Support the Principal in the responsibility for the implementation of performance appraisal for all staff, including line management of key staff and teams.
- Undertake any other reasonable professional task as directed by the Headteacher

School ethos and culture

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and students
- Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting
- Act as a positive role model to staff and students
- Be active in issues of staff and student welfare and support and demonstrate a commitment to Equality of Opportunity for all members of Academy staff

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/ Deputy Headteacher.

Person Specification: Assistant Principal: SENDCo and Inclusion

Qualification Criteria

- Qualified to teach and work in the UK
- Qualified to degree level and above
- NASENCO qualification essential

Experience

- Demonstrable experience of having significantly raised attainment
- Experience and understanding how to improve and sustain an effective behaviour policy and/or teaching and learning in a challenging school
- Experience of having led and managed a team of people
- Experience of having worked to support the significant success of others.

Behaviours

Leadership

- Understands their own contribution to the academy as a whole
- Management style that encourages participation, innovation and confidence
- Strong organisational skills and ability to delegate
- Resilience and motivation to lead the academy through day-to-day challenges
- Strong interpersonal, written and oral communication skills
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils.

Vision and strategy

- Vision aligned with ARK's high aspirations and high expectations of self and others
- Clear understanding of the strategies to establish consistently high standards of behaviour in an inner-city school and commitment to relentlessly instilling these strategies
- Use of data to inform and diagnose weaknesses that need addressing.
- Leading the Learning
- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.
- Leading External Relationships
- Can skillfully manage and maintain effective working relationships with parents and other stakeholders.

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training

Positive Action & Inclusive Recruitment at Ark

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. Find out more about our commitment to [diversity and inclusion](#).

We particularly encourage applications from Black, Asian and ethnic minority candidates as they are currently underrepresented among our senior leadership teams. This is important to Ark as we aim to be more representative of our local communities.

We strive to make applying to and working for Ark as inclusive as possible and have a variety of systems in place to ensure that our approach is fair and open.



Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).