



Slade Nursery School

Job Description Assistant Headteacher and SENDCO Slade Nursery School

Job Purpose

To provide strategic leadership and management of Early Years and SEND provision across Slade Nursery, ensuring high standards of teaching, learning, and inclusion. The postholder will support the Headteacher and senior leadership team in driving school improvement, raising attainment, and promoting a positive, inclusive learning environment.

Key Responsibilities

- Lead and manage Early Years and SEND provision, ensuring compliance with statutory guidance and best practice.
- Provide leadership and guidance in the Headteachers absence.
- Inspire and motivate staff to deliver high-quality teaching and learning.
- Contribute to whole-school strategic planning, self-evaluation, and improvement initiatives.
- Lead professional development and INSET across the school and with external partners.
- Manage performance of staff through appraisal and support systems.
- Coordinate recruitment, induction, and deployment of staff with Headteacher.
- Oversee teaching resources and supply cover arrangements with Headteacher.
- Model and promote effective and inclusive teaching strategies.
- Support colleagues in planning, assessment, and curriculum delivery with Lead Teacher.
- Lead improvements in teaching and learning, particularly in Early Years and SEND.
- Promote positive behaviour for learning and inclusion across the school.
- Lead assessment and pupil tracking systems across Nursery to ensure early identification and intervention for vulnerable groups.
- Be an advocate for vulnerable learners.
- Analyse and interpret pupil data to inform planning and raise attainment.
- Use IT-based tracking software to monitor progress and identify areas for intervention.
- Champion safeguarding and the welfare of all pupils, carry out duties of a deputy DSL.
- Maintain and develop systems to safeguard pupils effectively.
- Promote inclusive practices and positive behaviour management strategies.
- Ensure compliance with the SEND Code of Practice and Early Years statutory guidance.
- Work with parents, carers, governors, and external agencies to raise standards and improve outcomes for all pupils.
- Work closely with the Community Inclusion Worker
- Represent the school in multi-agency meetings and partnerships.
- Engage with the wider community to support school improvement.

Essential Qualifications and Experience

- Qualified Teacher Status (QTS)
- NASENCO or equivalent leadership qualification
- Proven leadership experience
- Experience of working across the Early Years spectrum (0-5 years)
- Experience of leading Early Years and SEND provision
- Evidence of supporting staff development and improving teaching quality Skills and Knowledge
- Strong understanding of Early Years and SEND statutory frameworks



- Knowledge of effective teaching, learning, and assessment strategies
- Ability to lead change and manage conflict sensitively
- Excellent communication skills, both written and oral
- Awareness of school financial systems and governance

Personal Attributes

- Positive, energetic, and flexible approach to work
- Commitment to safeguarding and professional development
- Ability to work under pressure and maintain high standards
- Passion for inclusive education and raising pupil outcomes
- Commitment to working in partnership with parents and carers