

## JOB DESCRIPTION

POST TITLE	:	Head of SEND and Inclusion
SALARY	:	Up to £59,068-£65,946 per annum
RESPONSIBLE TO	:	Vice Principal Students
CLOSING DATE	:	5.00pm, Thursday 28 May 2026
INTERVIEW DATE	:	Monday 8 June 2026

### **Main Purpose of the Post**

Lead the College's ALS provision and implement the inclusion strategy so that all learners—including those with SEND, high needs, and other barriers—can access high-quality teaching, achieve ambitious outcomes, and progress to positive destinations. Ensure statutory compliance with the SEND Code of Practice, the Equality Act 2010, Keeping Children Safe in Education (KCSIE), and expectations under the Ofsted Education Inspection Framework (EIF), with a strong focus on inclusion.

### **Main Responsibilities**

- 1 Implement, and evaluate a whole-college Inclusion & ALS strategy aligned to the SEND Code of Practice.
- 2 Set and monitor KPIs and chair inclusion forums.
- 3 Ensure statutory duties around identification of needs, SEND support and EHC plan processes.
- 4 Lead reasonable adjustments and oversee exam access arrangements.
- 5 Plan and prepare highly effectively and collaboratively for Ofsted.
- 6 Plan and review ALS delivery using High Needs Funding.
- 7 Ensure placements are accessible, and information is inclusive.
- 8 Work collaboratively across the College and work with Heads of Division and Curriculum Managers to adapt curriculum to meet the needs of learners.
- 9 Lead the assistive technology strategy.
- 10 Enhance robust progress tracking for learners with needs.

- I1 Build partnerships, for example with local authorities and social care.
- I2 Work collaboratively with cross College managers for the supported internship programme.
- I3 Work collaboratively with cross College managers for the Armed Forces Covenant commitments.
- I4 Line-manage ALS team.
- I5 Design and deliver CPD on inclusive pedagogy, neurodiversity, safeguarding, and access arrangements.

### **Measures of Success (KPIs)**

- I6 Timely identification of needs and implementation of support plans, EHC plan compliance.
- I7 Improved attendance, retention, achievement, and progression for SEND/high-needs cohorts.
- I8 JCQ compliance for exam access arrangements.
- I9 Effective use of High Needs Funding with demonstrable impact.
- I10 Positive evidence from learning walks, case sampling, learner/parent voice, and Ofsted feedback.
- I11 Timely completion and progress of quality improvement actions.

### **HOURS:**

Your hours of work will be those required to meet the needs of the College, but will not be less than 37 per week. A flexible approach to the working hours is required, in line with the needs of the College, including travel within and outside the local area.

## PERSON SPECIFICATION

**POST:** Head of SEND and Inclusion

**Essential/  
Desirable**      **To be  
identified by:**

<b>Qualifications and Experience</b>			
1	Degree-level qualification	E	Application form
2	NASENCO or equivalent.	D	Application form
2	A recognised teaching qualification	E	Application form
3	Maths and English L2	E	Application form
4	Leading inclusion/SEND/ALS in FE	D	Application form
5	Managing High Needs Funding	D	Application form
6	Oversight of exam access arrangements.	D	Application form
7	Safeguarding Training	E	Application form

<b>Knowledge and Skills</b>			
1	Deep knowledge of SEND Code of Practice, Equality Act and KCSIE	E	Application form/Interview
2	Knowledge and understanding of JCQ regulations.	E	Application form/Interview
3	Ability to analyse data and expertise in inclusive curriculum design.	E	Application form/Interview

<b>Behaviours</b>			
1	Values-driven, learner-centred leadership. Resilient, collaborative, improvement-focused.	E	Interview

<b>Personal Attributes</b>			
1	Strong leadership qualities with the ability to inspire and motivate teams.	E	Interview
2	High emotional intelligence and empathy when working with learners and staff.	E	Interview
3	Resilience and ability to remain calm under pressure in challenging situations.	E	Interview
4	Adaptability and flexibility to respond to changing priorities and needs.	E	Interview
5	Excellent communication and interpersonal skills to build positive relationships.	E	Interview
6	Commitment to continuous improvement and professional development.	E	Interview
7	Ability to maintain confidentiality and demonstrate integrity in all actions.	E	Interview
8	Proactive problem-solving skills and a solution-focused mindset.	E	Interview
9	Cultural awareness and commitment to promoting equality, diversity, and inclusion.	E	Interview

<b>Standard College Requirements</b>			
1	Commitment to College's Single Equality and Health & Safety Policies.	E	Interview
2	The College is committed to safeguarding	E	Application Form/Interview/DBS/References
3	Regular and Reliable Service (the College does not wish to appoint Health Assessment individuals with a high sickness record where there is no underlying medical reason)*	E	References/Occupational Health Assessment

*\*Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*