

**Title of post:** Assistant Principal - SEND

**Salary scale:** Leadership scale

**Purpose:** To provide the best possible education for our students with Individual Needs (IN), so that they have the opportunity to be happy, successful and make a positive contribution to our community and future generations.

### General duties and responsibilities

- Influence the academy teaching and learning policy to promote aspects of inclusive teaching; lead training as required for both teachers and teaching assistants.
- Develop the range of teaching strategies and equipment that could be utilised for students with Individual Needs (IN).
- Support the identification of and disseminate the most effective teaching approaches for students with IN.
- Work with students, teachers and **academic and** pastoral leaders to ensure challenging but realistic expectations of behaviour and achievement are set for IN students; work with all teachers to ensure accessibility of lessons for all.
- *Lead a highly effective and skilled SEND team and deploy staff strategically to best meet the greatest need of students with IN*
- Support developments and initiatives to improve standards of literacy and numeracy in the curriculum.
- Ensure the academy meets its statutory duty for EHCPs and their annual review; including leading annual review meetings.
- Review IEPs and support plans with parents, students and teachers, agreeing new targets.
- Liaise with the Examinations Officer to ensure appropriate examination provision is in place for IN students.
- Exercise a key role in assisting with the strategic development of the SEN policy and provision.
- Contribute to the Academy Improvement Plan; lead all staff in understanding the needs of IN students and ensure the objectives to develop IN are reflected in the Academy Improvement Plan.
- Monitor progress of objectives for students with IN from a range of data sources to evaluate appropriate intervention strategies.
- Ensure up-to-date knowledge of national and local initiatives which may impact upon policy and practice.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Lead a team and be instrumental in planning for continual improvement, and work as part of a team with SENDCos across the Trust.
- Participate in, and lead coaching; share good practice with colleagues.
- Advise the SLT of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency within IN.
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of academy.
- Oversee the health and safety of students and staff.
- Liaise with the link SLT in all matters concerned with the timetable, curriculum, staffing, assessment and student achievement.
- Direct efforts towards improvement as well as day-to-day maintenance; take appropriate action when performance is unsatisfactory.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend and lead meetings / training and carry out administrative tasks and duties as specified on the academy calendar.

Consistently implement all academy policies; contribute to decision-making and consultation procedures.

- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

***\*This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***

Person Specification - Post: SENDCo			
Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Good honours degree</li> <li>• National SENCO Award or willingness to undertake</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate qualification</li> <li>• Relevant CPD</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Certification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Values driven</li> <li>• Strong teaching ability backed up by good and outstanding outcomes</li> <li>• Tailored teaching that challenges and supports students with Individual Needs.</li> <li>• Data driven planning to target instruction</li> <li>• High quality curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an inner-city area of high deprivation</li> <li>• Responsibility within a school</li> <li>• Leading a department</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>• High expectations which motivate and challenge students</li> <li>• Current developments in SEND provision</li> <li>• Management of EHCPs</li> <li>• Individual Education Plans and map provision for SEND students</li> <li>• Needs of SEMH students</li> <li>• Provision for LAC, N2E / EAL</li> <li>• Multi-agency support</li> <li>• Behaviour management to ensure a disciplined and joyful culture</li> <li>• Commitment to safeguarding</li> <li>• Razor-sharp focus on data</li> <li>• Build a cohesive team and create clarity</li> <li>• Support colleagues to bring out the best in them</li> <li>• Good judgement</li> <li>• Build effective relationships with families</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching and practice</li> <li>• Strong analytical and strategic thinking skills</li> <li>• Simplify complex issues and develop innovative solutions</li> <li>• Specialism in a key SEND category</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>

Character	<ul style="list-style-type: none"> <li>• Strong moral purpose and drive for improvement</li> <li>• Mission-aligned</li> <li>• Humble and kind</li> <li>• Motivated, enthusiastic and flexible</li> <li>• Excellent interpersonal skills</li> <li>• Good sense of humour</li> <li>• Desire to develop yourself</li> <li>• Ability to give, receive and act on feedback</li> <li>• Strong attention to detail</li> <li>• Ability to work under pressure</li> <li>• Commitment to the full life of the academy</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to offer extra-curricular provision</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
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**Line manager (also responsible for performance management)**

- Principal

**Review arrangements**

This document will be reviewed following end of year performance management reviews. However, either party may raise issues at any time that is appropriate.

Signed..... (Post holder)

Signed..... Principal

Date.....

An electronic copy of this document will be kept with your personnel records.