

Job Description | Assistant Vice Principal SENCO

**Title: Assistant Vice Principal SENCO**

**Responsible for: SEND and Other Vulnerable Groups**

**Project Team: Teaching Staff**

**Reports to: Vice Principal**

**Salary Grade: Leadership Spine [L6-10]**

***Specific Responsibilities***

To work with the Head of School and senior leaders to:

* In all respects, be the Academy’s SENCo and be responsible for all statutory SENCo duties;
* Continue the development of the Academy’s vision to ensure high quality education for all its students and their standards of achievement and attainment;
* Strategically lead on closing gaps for all vulnerable groups of students, including (but not limited to): Pupil Premium, English as an Additional Language, Gifted & Talented, Looked After Children, those of Black and Minority Ethnic groups and different genders;
* Ensure a consistent and continuous focus on students’ achievement, using data and benchmarks to monitor progress in every child’s learning;
* Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning;
* Demonstrate and articulate high expectations and set challenging targets all students;
* Implement strategies and actions designed to overcome any gaps in progress between vulnerable/disadvantaged students and others;
* Challenge underperformance with staff, students and parents/carers;
* Help to promote a school culture and curriculum that takes account of the richness of the campus communities;
* Create and maintain an effective partnership with parents and carers to support and improve students’ achievement and personal development;
* Co-operate and work with multi-agencies to secure the improved outcomes for SEND and vulnerable students;
* Work with other leaders across Q3 Academies Trust to support cross-site teaching & learning for all students.

***Corporate Responsibilities***

These include, but are not limited to:

* To maintain up-to-date knowledge of relevant legislation and best practice and provide advice to the Head of School, Chief Executive, Sponsor, Colleagues and Governors;
* To pursue, promote and celebrate the achievement and integration of diversity and equality of opportunity throughout all the Academy’s activities;
* To maintain effective relationships with local, regional and national agencies;
* To develop appropriate external relations with other senior professionals and represent the Academy at external meetings;
* To participate in the Academy’s Appraisal process and engage in continuous professional development and networking to ensure that professional and strategic contributions are up-to-date;
* To provide positive leadership by creating a dynamic, supportive and innovative environment that encourages commitment to the Academy and the achievement of high standards of performance through effective teamwork;
* To work collegiately and effectively with Q3 Tipton staff as well as relevant staff across Q3 Academies Trust;
* To undertake such other reasonable duties as the Head of School may require from time to time and review your role profile at least annually.

***Teaching and Learning***

These include, but are not limited to:

* Model outstanding teaching and learning to students in assigned groups;
* Understand and integrate the use of new technologies into learning experiences in order to raise levels of achievement;
* Plan lessons and extended learning opportunities in line with schemes for learning;
* Ensure learning objectives and outcomes are communicated to every learner in line with Academy policy;
* To differentiate appropriately, taking into account individual learner needs;
* Make use of extended learning opportunities for use outside of Academy lessons;
* Utilise effectively learning support staff in lessons;
* Participate in the Academy’s Quality Assurance Programme and its agreed framework;
* Work efficiently and creatively using the full range of resources available, including other adults and mentors;
* Provide a positive learning climate within lessons to promote a meaningful staff – student relationship and interaction;
* Adhere to the Academy’s Positive Behaviour Policy and ensure implementation in everyday life at Q3 Tipton;
* Regularly evaluate the progress of students in relation to their prior attainment and use data to inform teaching and learning;
* Report student progress, as required, in line with the Academy’s policies to a variety of stakeholders including students, parents, line managers and the Executive Team;
* Mark work in accordance with the Academy’s Assessment for Learning Policy providing both formative and summative feedback on a regular basis;
* To take responsibility for individual professional development and use the outcomes to improve learning and teaching;
* To demonstrate a thorough and up-to-date knowledge of learning and teaching taking into account wider curriculum developments, which are relevant to your work, e.g. National and Department for Education initiatives;
* To be aware of all Academy policies to support students as necessary;
* To maintain good order and behaviour for learning among students, with particular regard to health and safety, both on the Academy premises and when engaged in authorised activities elsewhere.

***Component 1 – Wider Professional Effectiveness***

These include, but are not limited to:

* Participate in and engage with Academy inset and professional development, whether in-house or external;
* Through the mechanisms of appraisal and quality assurance, demonstrate improvement in your role as a result of professional development and inset;
* Disseminate the outcomes of inset to other staff;
* Effectively contribute to the Academy improvement planning process.

***Component 2 – Role Model***

These include, but are not limited to:

* Ensure that ‘no student is left behind’ in their academic and personal development;
* Conform to the Academy’s Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping;
* Build team commitment amongst students and staff alike;
* Engage and motivate students and staff to do their best by doing your very best;
* Demonstrate a positive approach to your professional duties and improve the quality of student learning.

***Additional Components***

These include, but are not limited to:

* To consistently uphold the Academy’s aims and strive to attain Academy targets;
* To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy;
* To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner;
* Play a full part in the life of the Academy’s community, to support its distinctive mission and ethos and to encourage staff and students to follow this example;
* Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment;
* Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders;
* It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment;
* The job purpose and key task statements above are indicative and by no means exclusive. The need for flexibility amongst staff is therefore considered important;
* To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level;
* To embrace the Academy’s pursuit of excellence;

***Health and Safety Responsibilities***

These include, but are not limited to:

* All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy Tipton and Q3 Academies Trust, and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
* Q3 Academy is a designated no smoking site and this must be adhered to at all times.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Post Holder]

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***The Academy is committed to safeguarding and promoting the welfare of children.***

***All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS) and satisfactory employment references, as well as identification and qualification, prohibition and barred list checks which will be required before commencing duties.***