

## **JOB DESCRIPTION – VICE PRINCIPAL**

### **SEND CURRICULUM DEVELOPMENT**

**Senior Leadership Role – salary negotiable, commensurate with experience  
From 1<sup>st</sup> September 2020**

**Aims of Post of Responsibility:** To strategically lead the direction of SEND provision at the Academy.

#### **Core Purpose**

We are seeking to appoint an inspirational senior leader to drive the strategic development of our curriculum for SEND pupils. A passion to continue to deliver the outcomes we already achieve for our SEND pupils is essential. Also the necessary vision, qualifications and communication skills to raise the profile of SEND within the Academy and ensure all teachers become cutting edge SEND practitioners. A crucial aspect of the role, therefore, will be to deliver training to all staff. A thorough knowledge and understanding of all relevant statutory guidelines is essential.

The successful candidate will relentlessly pursue academic and pastoral excellence for all SEND pupils under their charge.

The role of the Vice Principal is to provide vision, leadership and management for Haberdashers' Abraham Darby and to work in close partnership with the Principal in all key areas. The Vice Principal will seek to further the effective performance and development of the Academy, its students, staff and community. He/she will deputise for the Principal when necessary and will line manage the SENDCO, Head of our Alternative Provision and the wider SEND department.

The Vice Principal will be a highly successful and experienced teacher in his/her subject specialism, who is able to enthuse, motivate and inspire children, generating a love for learning. The successful candidate will have already demonstrated excellent leadership, management and communication skills as a Senior Leader. Good teamwork, high standards and a capacity for hard work will have been at the core of his/her success. He/she will be a creative thinker with an ability and determination to develop Haberdashers' Abraham Darby as a centre of excellence in teaching and learning in order to secure high quality outcomes for all students.

#### **Key Responsibilities**

1. To lead on the planning of the curriculum for pupils with SEND across the whole Academy.
2. To liaise regularly with Curriculum Leaders on the development of curriculum for SEND.
3. To lead the curriculum development in our alternative provisions.
4. To liaise with the Vice Principal, Teaching and Learning, to quality assure the delivery of lessons in our alternative provisions and the whole Academy from a SEND perspective.
5. To lead and develop the training programme on SEND across the whole Academy.
6. To develop and oversee the training of SEND pupils' development across the whole Academy and in

our alternative provisions.

7. To ensure correct levels of funding for SEND pupils is received by the Academy.
8. To contribute to the continual improvement of SEND pupils outcomes.
9. To ensure all statutory requirements and SEND requirements in the new Ofsted framework are understood by all staff.
10. To liaise with the Local Authority to develop our SEND offer.
11. To oversee and write all policies relating to SEND.
12. To collaborate with the Lead Governor responsible for SEND.
13. To oversee and develop Year 6 - 7 transition arrangements for pupils with SEND in the main academy and in our alternative provisions.
14. To line manage: the SENDCO, Assistant SENDCO, the AVP/Head of our Alternative Provision, the Head of our Mini School provision and the lead teacher for SEND.
15. To oversee the training and deployment of Teaching Assistants.
16. To scrutinise and quality assure all records of pupils with SEND.
17. To oversee the accuracy of the SEND register.
18. To oversee multi-agency meetings and statutory annual reviews for pupils with and EHCP.
19. To oversee the Early Help referrals for SEND pupils.
20. To liaise with the Vice Principal (Data) and Curriculum Leaders regarding assessment and reporting.
21. To liaise with the Operations Manager / Exams Officer and Data Manager regarding the organisation of examinations for SEND pupils.
22. To liaise with the Principal and Chief Finance Officer to ensure a cost effective SEND department.

### **General Senior Leadership Responsibilities**

- Create and foster an environment of reflective practices and CPD, leading by example in all aspects of personal and professional development.
- Develop and maintain a culture of high expectations for self and others.
- Update the Principal, other senior leaders and the Governing Body on the effectiveness of the provision.
- Lead by example as a teacher and as a manager, achieving high standards of student attainment and progress, behaviour and motivation through effective teaching.
- Challenge underperformance at all levels and ensure corrective action and follow up.
- Support the development and maintenance of Academy policies and practices to ensure consistent application.
- Have a teaching commitment in line with Vice Principal status.
- Plan, chair and organise meetings as appropriate.
- Sustain effective, positive relationships with all staff, students, parents/carers, Governors and the local community.
- Liaise effectively with all stakeholders including parents/carers, feeder schools, secondary schools, business and community partners, in line with strategic objectives.
- Maintain clear expectations and high standards of professionalism.
- Attend Academy events and activities as directed by the Principal.
- Keep the Senior Leadership Team up to date with national developments specific to the post's areas of responsibility.
- Contribute to, and at times lead, research projects for the Academy and/or for the Federation.
- Manage budget(s) in line with areas of responsibility.
- In conjunction with the Senior Leadership Team, oversee the Academy environment and carry out regular environment inspections.
- Take assemblies and participate in break, lunchtime, before and after school supervision.

- Contribute to support programmes for students and staff that may on occasion include weekends and holiday periods.
- Any other reasonable duties as requested by the Principal.

#### **Key Documents Responsibility:**

- To oversee, write and update all policies in relation to SEND.
- To oversee, write and update our SEND offer.
- To oversee the SEND register.
- Relevant contributions to the Academy's SEF.
- Relevant contributions to the Academy's Improvement Plan.
- Relevant policy and practice contributions for the Staff Handbook.
- Relevant reports to Governors, including Principal's report to Governors.

#### **Shaping the Future**

- To lead on the establishment and implementation of the Academy vision and standards so that it is shared and acted upon with colleagues and students
- Work with the Principal on strategic improvement plans that realise the vision and sustain Academy improvement
- To work with all staff to create a positive, inclusive climate to take the Academy vision forward
- Collaborating with parents/carers, to ensure students' well-being and improve their achievement and personal development

#### **Leading Behaviour for Learning**

- To ensure that the subject teams work together to create an outstanding environment for learning where all students feel confident to achieve their best.
- Take corrective action to ensure quality and performance standards of behaviour and learning are continually improving.
- To use appropriate data to support Curriculum Leaders monitor students' progress, to set challenging targets and identify areas for improvement.
- To be involved in securing high standards of Teaching and Learning so that students are engaged in learning and ensuring an ethos of challenge and support where students can achieve success.
- To oversee and ensure that effective and appropriate intervention strategies are employed to support all students.
- To ensure that improvements in literacy, numeracy and information technology are a priority for all students to ensure economic well-being for all.
- To create and maintain an effective partnership with parents/carers to support and improve students' achievement and personal development.

#### **Developing Self and Leading Others**

- Lead, monitor and evaluate the work of Curriculum Leaders in terms of SEND teaching and learning.
- To take responsibility for own professional development including maintaining an up to date knowledge of educational trends, developments and related legislation including engaging fully in performance management of self and other staff.
- Contributing to effective staff induction and professional development.
- Managing own workload and the workload of individuals and teams effectively, providing support where necessary and delegating where appropriate.
- To ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Teachers and by the Principal.

#### **Managing Area of Responsibility**

- Using schemes of work and student data to plan effective lessons which engage students actively and

lead to high levels of progress and attainment.

- Implementing clear and appropriate evidence based improvement plans and policies and monitoring, evaluating and reviewing their effects.

### **Securing Accountability**

- Taking a significant role in contributing to academy self-review and using its outcomes, along with a range of other evidence, in monitoring and evaluating aspects of academy life.
- Ensuring that staff accountabilities are clear and are regularly monitored, evaluated and reviewed.
- Presenting information about the performance of the SEND department to a range of audiences including Governors, Senior Leadership Team, Curriculum Leaders and parents and carers.

### **General**

- The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.
- This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Haberdashers' Abraham Darby is designated a no smoking workplace.
- There is an expectation that staff maintain a professional dress code and that staff ID badges will be worn and on show at all times.

### **Safeguarding**

All teachers and support staff are accountable for the way in which they exercise authority, manage risk, use resources and protect pupils from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role. DBS checks will be renewed every 5 years and all staff are expected to sign an annual Disqualification Safeguarding Declaration Form. We hold annual statutory Child Protection training which all staff need to attend.

The duties outlined in this job description are in addition to those covered by the latest 'Teachers' Standards' and 'School Teachers' Pay and Conditions' documents. This job description describes the way the post holder is expected and required to perform and complete particular duties as set out in the foregoing paragraphs.

### **PERSON SPECIFICATION**

We are seeking to appoint an inspirational senior leader to drive the strategic development of our curriculum for SEND pupils. A passion to continue to deliver the outcomes we already achieve for our SEND pupils is essential. Also the necessary vision, qualifications and communication skills to raise the profile of SEND within the Academy and ensure all teachers become cutting edge SEND practitioners. A crucial aspect of the role, therefore, will be to deliver training to all staff. A thorough knowledge and understanding of all relevant statutory guidelines is essential.

The successful candidate will relentlessly pursue academic and pastoral excellence for all SEND pupils under their charge.

We would be delighted to hear from you if you are:

- Creative and innovative
- Able to motivate and inspire both colleagues and young people
- Passionate about teaching and learning
- Driven to 'make a difference'.