

## JOB DESCRIPTION

**Job Title:** Assistant Principal – SENDCo / SEND Teaching and Learning  
**Responsible to:** Vice Principal – Culture and Ethos

### Job Purpose:

**The Assistant Principal – SENDCo / SEND Teaching and Learning** will lead on the provision of learning support in order to maximise outcomes for all students. They will:

- be accountable for the strategic leadership of the SEND team, working with SEND managers to ensure excellence in teaching and learning, engagement and student outcomes for this cohort;
- monitor and be accountable for the progress of SEND students, EAL students, and other key vulnerable groups;
- be responsible for Learning Support, Learning Support quality assurance, deployment, provision and development;
- be the strategic lead for the provision of reading and interventions across the Academy and of the impact of this work;
- contribute to ensuring the effective pastoral care of students throughout the Academy and support for the wellbeing and mental health of students;
- undertake an appropriately proportionate programme of teaching in accordance with the duties of a teacher;
- be responsible for the Academic overview of a Year group leading on strategies to ensure students make the best possible progress and intervening to ensure this as necessary.

### Principal Duties:

#### Leadership and management

- Ensure excellence in service and outcomes for students with additional educational needs.
- To be a member of the academy senior leadership team assuming responsibility for identified Academy strategic priorities
- To monitor, evaluate and quality assure the LSA provision, working through the SEND coordinators and ensuring that LSA development has impact
- To coordinate strategic, academic and pastoral support for an identified specific individual year group cohort of students, monitoring their progress and intervening in areas of concern.
- To inform the Vice Principal and Principal on a regular basis, of successes and areas for development in these areas and to work to identifying effective actions to address any underperformance
- To monitor and evaluate progress against action planning as part of Performance Management Targets (Leadership. Professional Development)
- To line manage staff within specified teams.
- To co-ordinate the delivery of improvement strategies with Academy Development Plans and Quality Assurance schedule / priorities
- To collaborate with other stakeholders - amongst these parents, employers and other organisations – in maximising opportunity and engagement for our young people.
- To contribute to the delivery of the academy tutorial and assembly programme specific to the role

- To develop and implement, with the support of the Principal, an effective action plan which drives forward improvements in the area of SEND.
- To work with the Assistant Principals: Teaching and Learning and Curriculum, to ensure rapid improvement of teaching and learning for SEND students

### **Teaching, learning & assessment**

- To quality assure the provision of teaching, learning and assessment in the area of responsibility.
- To support curriculum and faculty leaders in the monitoring and improvement of teaching and assessment in the area of responsibility.
- To ensure reports and assessment in the area of responsibility are timely and accurate.
- To oversee quality assurance and standards of achievement in designated curriculum areas

### **Contribution to Academy priorities and policies**

- To contribute to the Academy's self-evaluation (SEF).
- To contribute to the development of an aspirational culture and climate for learning
- To promote positive mental health in students
- To lead on welfare interventions in relation to behaviour, attendance and punctuality as well as mental health issues of students, medical care etc.
- To model the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the Academy and leading by example

### **General duties and responsibilities**

- To safeguard the welfare of students and report any concerns to the Principal
- To attend calendared parental and Academy events in line with expectations of the role
- To uphold the ethos and promote the core principles of the Academy
- To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
- Lead in the delivery of In-service training in area of specialism
- Maintain a high profile and visible presence within the Academy and carry out senior duties effectively
- Review and adapt systems and policies in response to the changing needs of stakeholders
- To chair, participate in and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.
- To carry out other duties as may be reasonably requested
- To report risk to the Principal or Vice Principal.