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**Academies Enterprise Trust**

**Job Description**

**Job Title: Assistant Vice Principal in charge of SEND and EAL**

**coordinator**

**Location: Noel Park Primary School & Trinity Primary Academy**

**Reports to: Executive Principal / Principal**

**Purpose of the Role:**

* Working closely with the Executive Principal and Principal, the Assistant Vice

Principal will lead on the strategic development of SEND across both academies ensuring the provision closes any achievement gap.

* The Assistant Vice Principal plays a key role in communicating and embedding a culture of high expectations and high aspirations for all pupils and staff.
* The Assistant Vice Principal will be responsible for ensuring the provision for EAL and NTE (new to English) children across both academies secures rapid and sustained progress.

**Pupils with Special Educational Needs:**

* The Assistant Vice Principal has day-to-day responsibility for the operation of the SEND policy and coordination of specific provision made to support individual pupils with SEND, including those who have EHC plans.
* The Assistant Vice Principal provides professional guidance to colleagues and works closely with staff, parents and other agencies. The Assistant Vice Principal should be aware of the provision in the Local Offer and be able to work with professionals providing a support role to families to ensure that pupils with SEND receive appropriate support and high-quality teaching.
* Contribute to, communicate and demonstrate the academy’s shared vision which expresses core values and purpose.
* Implement the vision through agreed objectives and operational plans.
* Support, coach, mentor and motivate staff to build a culture of high commitment, standards and drive for success.

**Key responsibilities:**

* Secure outstanding outcomes for SEND, EAL and NTE pupils.
* Oversee the day-to-day operation of the school’s SEND policy.
* Co-ordinate provision for children with SEND.
* Coach, model and advise on quality first teaching strategies to support pupils with additional needs.
* Train and develop a team of support staff skilled in SEND/EAL/NTE assessment and provision.
* Line management of an assistant psychologist who works at each school.
* Ensure that additional adult support is closely monitored and evaluated.
* Liaise with the relevant Designated Teacher where a looked after pupil has SEND.
* Advise on the graduated approach to providing SEND support.
* Advise on the deployment of the school’s delegated budget and other resources to meet pupils’ needs effectively.
* Liaise with parents of pupils with SEND.
* Liaise with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.
* Be a key point of contact with external agencies, especially the local authority and its support services.
* Liaise with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned.
* Work with the Executive Principal / Principal to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.
* Ensure records of all pupils with SEND are kept up to date.
* Implement strategies to promote pupils’ good attendance and punctuality.
* Develop, monitor and implement behavior support plans, in accordance with the school’s behavior policy.
* Co-ordinate, monitor and evaluate interventions.
* Implement school policies for the administration of medicines in school, first aid and health care plans.
* Direct, monitor and evaluate the work of the Learning Mentor.
* Take responsibility for the quality of Breakfast Club and After School Club provision
* The Assistant Vice Principal will undertake any teaching or other professional duties reasonably delegated by the head teacher.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers’ Pay and Conditions.

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Executive Principal/Group/Chief Executive

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Assistant Vice Principal in charge of SEND and EAL coordinator**

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| **General heading** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualified Teacher statusDegree-level qualification NASENCO qualification  Evidence of continuous professional development | NCSL training |
| **Knowledge / Experience** | The Assistant Vice Principal should have experience of:  - teaching throughout a key stage  - outstanding teaching practice  - leading on SEND in a school  - developing effective approaches to learning and teaching in the curriculum  - leading professional development and inset training  - deploying and managing staff effectively  - academy assessment data and pupil tracking systems  - securing high expectations and challenging targets in the school community  - tackling underperformance and areas of weakness  - ensuring improvement plans and policies promote continuous school improvement  The Assistant Vice Principal should have knowledge and understanding of:  - the SEN code of practice and its role in raising standards for all groups of children  - how to support children who are EAL to make rapid and sustained progress across the curriculum  - best practice for children who are NTE and how to implement, monitor and maintain rapid progress  - curriculum management and the academy’s duty to provide for the needs of all pupils  - the need to work within financial constraints, and to apply best-value principles  - whole-academy issues and their strategic management  - effective safeguarding procedures | - teaching throughout the primary phase  - the Ofsted framework and whole school self-evaluation  - academy finance systems  - presenting to groups of people, including governors |
| **Skills** | The Assistant Vice Principal will be able to:  - communicate effectively (both orally and in writing) to a variety of audiences  - show evidence of good interpersonal skills as a team member, and in handling sensitive situations in a wider context  - able to establish rapport and respectful and trusting relationships with children, their families, carers and other adults  - promote the academy’s aims positively, and use strategies to monitor motivation and morale  - motivate others to achieve their best, and enhance their self-esteem  - prioritise and manage workload effectively |  |
| **Personal Characteristics** | The Assistant Vice Principal will be:  - passionate about teaching and learning  - rigorous and relentless in their drive to ensure outstanding outcomes for SEND / EAL and NTE children  - always leading by example  - positive especially when managing challenging circumstances  - resilient and have the ability to work under pressure to meet deadlines  - a creative thinker  - team player  - demonstrably professional, honest and loyal  - commitment to pupils and their learning, well-being and safety  - willing to be involved in the wider life of academy  - open-minded, self-evaluative and adaptable to changing circumstances and new ideas  The Assistant Vice Principal must have strong organisational and planning skills | - ability to make and justify difficult decisions |
| **Special Requirements** | Successful candidate will be subject to:  - an enhanced Disclosure and Barring Service Check  - right to work in the UK  - evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |