

JOB DESCRIPTION

Position: Assistant Principal – Personal Development, Behaviour and Wellbeing/SEND

Reporting to: Vice Principal / Principal

Pay Scale: UTC Oxfordshire Leadership Scale L5 – L8 (£42,844 - £47,945)

Main Purpose:

The post holder will be a member of the Senior Leadership Team of the UTC and will take the lead in developing the UTC Oxfordshire Specialist subject area/s.

As a member of the Senior Leadership Team you will work closely with the Vice Principal and Principal to develop a world class learning environment. This will involve being flexible and adapting to the priorities as we identify them on a day by day, week by week, year by year basis.

MAIN TASKS

As Assistant Principal:

- To be imaginative, innovative and visionary in developing school systems, strategies, policies and practices to support learning, teaching, opportunity and achievement and the enjoyment of education.
- To act as a member of the Leadership Team, sharing and promoting the aims, culture, ethos and vision of the school and to share whole-school responsibilities with Leadership Team colleagues, as agreed with the Principal.
- To attend meetings of the Governing Body in an advisory capacity as requested by the Principal or Chair of Governors.
- To carry out other duties as reasonably requested by the Principal.

As SENDCO:

- To raise the standard of achievement of all vulnerable students.
- To monitor and evaluate the effectiveness of SEND provision.
- To monitor the delegated budget for SEND and a resource budget to ensure curriculum access for students with special educational needs and disabilities.
- To liaise with other SENDCOs and schools to facilitate joint projects and the maximisation of expertise and equipment.
- To liaise with the SENDCOs in receiving schools to help provide a smooth transition from one school to the other
- To increase staff confidence and competence in teaching students with special educational needs and disabilities.
- To ensure student entitlement to the National Curriculum.

- To co-ordinate provision for students with special educational needs and disabilities in consultation with Subject leaders.
- To advise on appropriate resources and materials for use with students with special educational needs and disabilities, and on the effective use of materials and staff in the classroom.
- To ensure that colleagues develop appropriate schemes of work and individualised programmes for students with special educational needs and disabilities.
- To purchase, establish and maintain appropriate teaching and learning resources.
- To develop colleagues' understanding of individual learning needs and the importance of raising achievement of students with SEND.
- To coordinate support for Outreach Teaching service for children off school for medical needs.
- To develop and implement interventions to raise the achievement of all SEND students.
- To maintain and distribute the Student Support Documents.
- To liaise with external agencies, arranging meetings, and providing a link between these agencies, class teachers and parents.
- To conduct annual SEND audit with governor and Principal.
- To work in partnership with parents/carers of students with SEND.
- To provide appropriate input into parent information evenings.
- To liaise with relevant colleagues over the pastoral needs of students with SEND.
- To develop and oversee the SEND policy.
- To review the effectiveness and deployment of LSAs.
- To ensure that whole school policies such as conduct are applied.
- To be responsible for the inclusion of those with a medical need.

As Prevent Lead:

- Safeguard vulnerable people from extremism.
- To work in partnership with OCC agencies, such as MASH.

As designated teacher for LAC:

- To oversee and coordinate provision in school for LAC.
- To monitor progress and hold regular reviews and to line manage the LSA with responsibility for LAC.
- To develop and implement interventions to raise the achievement of all LAC.
- To conduct annual LAC audit with governor and Principal.
- To work in partnership with carers of LAC.
- To work in partnership with Virtual School Oxfordshire.

Line Management Responsibilities

- Student Support Coordinator
- Student Engagement Coordinator
- LSAs

Common roles of all members of the UTC Leadership Team

Leadership: vision and values

- Assist the Principal in translating the vision of the UTC into agreed objectives and operational plans.
- Take lead responsibility for policy development and implementation in agreed specified areas. These will evolve as the UTC moves from development to implementation stage.
- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the UTC.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- Assist the Principal to develop a culture and environment in which young people thrive and to drive innovation.
- To drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the UTC where well-being and respect are at the heart of the UTC and each student is valued and nurtured to develop personally and educationally.
- Ensure the effective operation of UTC self-evaluation systems as appropriate and produce reports as required.

Leading and managing others and self

- Take responsibility for the day-to-day line management of designated staff.
- Support the Principal in the recruitment, deployment, motivation, development and performance management of staff, making the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Encourage all staff to be continually active in their personal and continuous professional development.
- Lead groups of staff in developmental activities and evaluate outcomes.
- Actively engage in the performance review process.
- Work within the UTC's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Adhere to UTC policies and procedures.

Other professional requirements

- Operate at all times within the stated policies and practices of the UTC.
- Fully participate in the UTC enrichment programme.
- Maintain a current understanding of curriculum innovation and policy.
- Adhere to all UTC rotas with regards to supervision of the students on site.
- Know subject(s) or specialism(s) to enable effective teaching.

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- Take account of wider curriculum developments.
 - Establish effective working relationships and set a good example through their presentation and personal and professional conduct endeavour to give every student the opportunity to reach their potential and meet high expectations.
 - Contribute positively and effectively to the Every Child Matters agenda.
 - Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the UTC, department and students.
 - Contribute to the corporate life of the UTC through effective participation in meetings and management systems necessary to coordinate the management of the UTC.
 - Take part in marketing and liaison activities such as open evenings, parent evenings, review days and events with partners.
 - Take responsibility for own professional development and duties in relation to UTC policies and practices.
 - Liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the UTC and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

| Qualifications | |
|---|---|
| Essential | Desirable |
| <ul style="list-style-type: none"> Qualified teacher status, relevant degree | <ul style="list-style-type: none"> Relevant further degree, further relevant professional studies Relevant professional body memberships |
| Experience | |
| Essential | Desirable |
| <ul style="list-style-type: none"> A good teacher who has a track record of producing good results for students A track record of raising standards with students of all abilities in a challenging environment Demonstrable use of innovative approaches to development of teaching and learning Relevant curriculum development and development of monitoring and evaluation strategies Pastoral and disciplinary responsibilities for students Leadership on quality improvement | <ul style="list-style-type: none"> An excellent teacher who has a track record of producing excellent results for students Successful leadership and management experience Experience of innovative and successful collaboration with business and the community Ability to lead on school self-evaluation Ability to lead on action planning and monitoring of improvement Commercial experience or experience of working in an engineering or sciences industry Successful partnership working with other schools, agencies and stakeholders |
| Equality issues | |
| Essential | Desirable |
| <ul style="list-style-type: none"> Demonstrable knowledge and understanding of, and commitment to, equality of opportunity and inclusive education Ability to integrate equality policies into service delivery and employment practices | <ul style="list-style-type: none"> Knowledge of appropriate national standards Understanding of multicultural issues in the context of the secondary school |

Person Specification

| Knowledge/skills/abilities | |
|--|---|
| Essential | Desirable |
| <ul style="list-style-type: none"> • Thorough knowledge and understanding of current curriculum developments • Understanding of the principles of and demonstrable ability to apply school improvement school effectiveness techniques • The ability to analyse and interpret student performance data and set challenging and realistic targets • Ability to create an ethos and structure that allows staff to manage behaviour and which enables all students to achieve their potential • Ability to work effectively as part of the Leadership Team including with governors, staff, students and parents • Ability to challenge self, staff and students to develop new outcomes through an entrepreneurial attitude | <ul style="list-style-type: none"> • Understanding of students' issues relating to transitioning schools at 14 • The ability to form relationships with feeder schools and appropriate external agencies • Track record of regional partnership working • Knowledge and understanding of principles and practices of performance management • Ability to work effectively with members of local industry and the community |
| Other requirements | |
| Essential | Desirable |
| <ul style="list-style-type: none"> • Ability to work under pressure; resilient • Good communications and ambassadorial skills • Ability to prioritise • A 'can do' attitude • Must be able to maintain the right work/life balance | |
| <p>A strong commitment to your own personal development. The necessary aspiration and ambition to reach the next stage in your professional career.</p> | |

Terms and conditions of employment

Proposed start date

1st September 2018

Salary

UTC Oxfordshire Leadership Scale L5 – L8 (£42,844 – £47,945 depending on experience) rate

Pension

Teachers' Pension Scheme.

Holidays

Holidays will be expected to be taken during non-term time and will be agreed with the Principal. The Post holders will be entitled to 40 days holiday per year (1st September to 31st August) plus all Bank and Public Holidays normally observed in England and Wales.

Working hours

The post holder will be required to work as many hours as are reasonably necessary to fulfil the requirements of the role. It is expected that the post holder will generally work from 8.15am to 5.15pm during term time; with hours during non-term time negotiable and agreed with the Principal.

Previous employment

Any previous continuous local government service covered by redundancy payments (Local Government Modification Order) will be part of your continuous employment for redundancy pay purposes.

Place of work

The main place of work will be Greenwood Way, Great Western Park, Didcot, Oxfordshire. As part of your duties, you may be required to travel within the UK or further afield. Such travel may include attendance at conferences or seminars or meetings.

Travel to work

As part of your Contract of Employment you should live within reasonable travelling time/distance of the UTC to fulfil the requirements of the role.

Health check

Confirmation of appointment to the post will be contingent on a satisfactory health check.

References

Confirmation of appointment is also subject to satisfactory references.

Background

In accordance with the criteria defined in and the provisions of the joint Home Office/ Department of Education and Science circular Protection of Children; 'Disclosure of Criminal background of those with access to children' dated 17th July 1986; the appointment is subject to a check by Criminal Records Bureau in respect of any possible criminal convictions.

The employee warrants as follows:

- 1) The post holder will disclose to the employer any previous criminal convictions that he/she may have and which are not spent within the meaning of section 1 of the Rehabilitation of Offender's Act 1974 (Exceptions) Order 1975 for example, where the Employee is involved in the teaching, supervising or training of persons under the age of 18.
- 2) That the post holder will disclose to the Board of Governors immediately upon conviction, the fact that he/she had been convicted of any offence during the period of his/her employment.

AND in the event that the employee fails to disclose any convictions in accordance with paragraphs 1 and 2 above, such failure to disclose may be deemed by the Board of Governors to be gross misconduct.