



**Waverley** Education  
Foundation Trust

Recruitment Pack: Waverley School

Assistant Principal - SEND

Start Date: 1st September 2023

## LEARNING THROUGH DIVERSITY

Waverley Education Foundation (WEF) is a Multi Academy Trust, which operates both Waverley School and Waverley Studio College. WEF has over 1900 students on roll across the trust. It develops, brokers and delivers a range of services which support learning and leadership & management and improve outcomes for children and young people.

Waverley School is an all through school catering for students aged 4 – 19, of all abilities from all ethnic backgrounds. On arrival in Reception, the foundations are laid to enable children to do well as they progress through the school.

*“The all-through provision enables pupils moving from primary to secondary to build on their prior learning.” – Waverley School - Ofsted 2021*

It is one of a few schools in the city which has a Special Needs Resource Base for both primary and secondary students.

*“The curriculum for pupils with special educational needs and/or disabilities (SEND) is adapted well to meet their needs” – Waverley School - Ofsted 2021*

Waverley Studio College opened in September 2013 and caters for students at key stages 4 and 5. With up to 75 students in each cohort the college has provision for up to 300 students.

In its recent September 2022 Ofsted inspection the Studio College retained its ‘Good’ grading. Inspectors stated that *‘Pupils behave well in lessons and around school. They get on well together.’*

At WEF we aim to give all students every opportunity to maximise their full potential through a wide range of activities, enabling them to be successful members of society.

We provide a broad and balanced curriculum where academic rigour is matched by an equally important love of the creative arts, music and sport. Our Sixth Form provision across the trust is very popular offering both academic and vocational pathways that enable students to further their education beyond the age of 18, with many of them gaining their first choice university places.

Through our trust values of Humanity, Equality, Aspiration and Respect we encourage our students to have high expectations, aim high, work hard and develop their intellectual powers to the full. To help our students to achieve this we have skilful, committed, dedicated staff and a stimulating and disciplined learning environment.

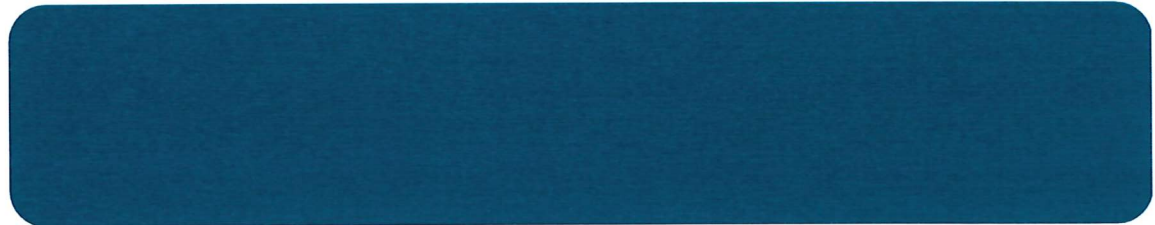
We are very proud of our school community which is rich in cultural diversity. We aim to give each student a sense of belonging to the community based on mutual respect and self-discipline.

*“Pupils have a strong understanding of diversity, respect and tolerance, including for different family lifestyles.” – Waverley School - Ofsted 2021*

Throughout their time at WEF, students will develop as ‘Waverley Learners’. This is someone who is an independent enquirer, creative thinker, reflective learner, team worker, self-manager and effective participator.



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Dear Applicant,

Thank you for expressing an interest in applying for a post at Waverley School.

I am incredibly proud to be given the opportunity to lead Waverley School as Secondary Principal. Having worked for the Trust for the last two years (since January 2021 as Principal of Waverley Studio College), I'm delighted to continue to serve our community and secure the very best outcomes for our students.

Students that attend both Waverley School and Waverley Studio College are wonderful. They are keen to learn, have strong aspirations to be successful and come to school ready to learn. We are unwavering in our belief that every student deserves an inclusive learning experience that is tailored to meet their own individual needs and to help them progress to the next stage of their learning or working life. Furthermore, we are committed at Waverley School in ensuring the highest standards in all that we do, creating a culture of high aspiration amongst all members of our community and empowering students to become lifelong learners and develop 21<sup>st</sup> century learning skills that are so fundamental towards success in modern society.

In our Trust we are committed to ensuring that our employees are able to achieve their full potential in an environment offering humanity, equality, aspiration and respect and providing opportunities for staff to develop. We believe that individual difference offers unique contribution which serves to make our Trust a positive place to work and learn, ultimately **learning through diversity**. We are committed to great employment practice, so we attract and retain employees from diverse backgrounds and communities.

I strongly encourage you to come and visit the school and see what Waverley Education Foundation is all about. I'm also more than happy to discuss the role with potential candidates on the telephone. If you'd like to do this, please e-mail [applications@waverley.bham.sch.uk](mailto:applications@waverley.bham.sch.uk)

**Mr M Hire**  
Principal



**Waverley** Education  
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**Message from the Principal**

**Our vision for Waverley Education Foundation ensures that we create an environment that allows all learners to flourish by encouraging mutual respect:**

- Everyone will realise and achieve their potential
- We are the centre of the community and have the responsibility for its learning

**Our vision is underpinned by our 4 key values:**

**Humanity:**

Enabling all students to succeed in a global and British Society, through fostering an understanding of human values and attitudes, past and present.

**Equality:**

We value the diversity of the school community and respect the individuality of each person to ensure that there is an equality of opportunity for everyone.

**Aspiration:**

We all have the right to achieve and share the achievements (excellence) from all our backgrounds.

**Respect:**

We value diversity and respect the individuality of each person by creating an environment which allows all to flourish through mutual respect.



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**Our Vision and Values**

*"Teachers promote a love of reading."*

*"pupils behaving well and with positive attitudes to their work."*

*"Pupils have a strong understanding of diversity, respect and tolerance,"*

*"There is an impressive range of destinations and further study courses"*

*"Pupils display positive attitudes to their learning and work well together."*

*"Leaders have established a welcoming ethos for new arrivals from overseas and those from local schools seeking a fresh start or a more vocational route"*

*"Leaders want the best for every pupil"*

*"Pupils are happy to come to this school"*



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Waverley Education Foundation Trust

JOB DESCRIPTION

NAME:

SALARY: L14 – L18

JOB TITLE: Assistant Principal (SEND)

START DATE:

CORE PURPOSE:

- To be a member of the SLT and to contribute to the strategic development of Waverley School as directed by the Principal.
- To lead the development of a vision and policy for SEND across the Trust and ensure that all staff understand and promote it.
- To promote and uphold high standards of attainment and behaviour from students.
- To work with the Senior Leadership Team to support staff and students to be the best that they can and work towards an environment where:
  - 1) All students make at least good progress.
  - 2) Teaching is consistently good or outstanding.
  - 3) Behaviour/Attendance/Punctuality of students is high.

JOB PURPOSE:

- To provide regular, Continuous Professional Development (CPD) and training across the Trust to promote outstanding teaching and learning to meet the needs of SEND students.
- To raise standards of student achievement for SEND students across the Trust and to monitor and support student progress.
- To oversee student progress and development within SEND and to monitor its progress to further shape provision.
- To contribute to the development and monitoring of Teaching and Learning in all its aspects to ensure quality first teaching is in place for all SEND students across the Trust.
- To develop and enhance the teaching practice of others and nurture a culture where good practice is regularly shared.
- To be accountable for the performance of all staff within the SEND department and take appropriate action to support and effect improvement.
- To oversee the running of intervention groups to support learning of SEND students.
- To ensure an appropriately broad, balanced, relevant and adapted curriculum for students is in place in accordance with the aims of the School.
- To ensure appropriate, supportive pathways are in place for SEND students allowing them to achieve and successfully progress to the next stages of education.
- To line manage the Head of Resource Base and ensure the Resource Base provision is strong and secure.
- To effectively manage and deploy teaching/support staff, Teaching Assistants and physical resources within the department to support the designated curriculum.
- To be the Designated Safeguarding Lead for the Resource Base and SEND students.

## MAIN (CORE) DUTIES

### Operational/Strategic Planning

- To demonstrate an ambitious vision for the department with high standards for quality and performance.
- To be accountable for the Resource Base and to work closely in collaboration with the Head of Resource Base to ensure high-quality provision.
- To be the lead SENCO for the Secondary and 6<sup>th</sup> Form
- To be accountable for leading the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To be accountable for monitoring, evaluating and following up student progress.

- To implement School Policies and Procedures.
- Devise key SEND policies and documentation including statutory SEND documents.
- To work with colleagues to formulate aims, objectives and strategic plans for the DIP (Department Improvement Plan) and Self Evaluation which have coherence and relevance to the needs of students and the priorities, as per the school priorities.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the SEND Department are in-line with national requirements and are updated where necessary and to liaise with the Principal and Executive Principal where needed.

#### Curriculum Development:

- To work in collaboration with the Head of Resource Base to develop a curriculum which meets the range of needs within the Resource Base.
- To be accountable for ensuring that curriculum areas across the school have developed a curriculum that meets the needs of SEND students.
- To be responsible for liaising with Directors of Learning and other middle leaders to develop effective teaching and learning strategies and adapted planning for SEND students.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To ensure *appropriate* assessments and examinations are set to measure progress of SEND students as and when required.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To ensure that teaching enables students to develop skills in reading, writing, communication and numeracy as part of the pathways for SEND students.
- To ensure the school is equipped to deliver high quality remote learning when required for SEND students.

#### Recruitment/ Deployment of Staff

- To ensure that staff development needs are identified, through Appraisal Reviews and targets, and appropriate programmes are designed to meet such needs.
- To undertake Appraisal Review(s) for a group of staff within the SEND department.
- To participate in the shortlisting and interview process for Teaching/Teaching Assistant posts when required and to ensure effective induction of new staff in line with Academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the School's ITT programme, where applicable.
- To be responsible for the day-to-day management of staff within the department and act as a positive role model.

### Quality Assurance:

- To work with other members of the Senior Leadership Team to quality assure teaching and learning but also with a specific focus on SEND.
- To establish common standards of practice within SEND and develop the effectiveness of teaching and learning styles within SEND.
- To monitor and evaluate the quality of teaching and learning across the school through monitoring tools such as lesson observations, book scrutinies, results evaluation reports surveys/questionnaires etc.
- To ensure staff within the department mark and assess students' work regularly and provide detailed and accurate feedback in line with the School's marking policy.
- To take appropriate action to effect improvement as a result of internal and external monitoring and review processes.
- Provide regular reports for SLT/Governors/Trustees that evaluate student achievement and provide appropriate action points.
- To monitor the quality of work uploaded on the home learning platform to ensure it is of high quality and meets the needs of the students.
- To monitor, evaluate and hold to account the performance of SEND including other post holders.
- To ensure that SEND's monitoring/quality assurance procedures form part of the school self-review procedures.
- To be involved in the school programme of external departmental reviews and to produce actions plans for future development.

### Management Information:

- To have responsibility for annual EHCP and SSPP reviews for SEND students
- To work with relevant agencies on formal assessment procedures when producing EHCP and SSPP's
- To develop a system to ensure all data relevant to SEND students is up to date and accurate.
- To ensure the SEND Register (through Provision Map) is reviewed regularly and is up to date and accurate and in turn available for census purposes.
- To ensure all Pastoral Support Programmes are up to date and available to staff.
- To liaise with the CFO and the appropriate agencies to ensure the correct funding for SEND students is acquired.
- To lead on the collection of baseline data for all students and use this to identify additional needs.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from student data.
- To oversee the production of student reports within the SEND department.
- To oversee exam access arrangements for students completing internal and external examinations in collaboration with the Senior Exams Officer and Pastoral team.
- To produce reports on examination performance, including the use of value-added progress data.
- To manage the collection of SEND data and to produce the annual departmental results analysis in line with school procedures.

### Communications:

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure high-quality communication and consultation takes place with parents/carers to enable effective collaboration on the provision for students with SEND.
- To liaise with partner schools (including feeder primaries), Higher Education Institutions, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To be responsible for liaison with the Senior Examinations Officer for external examination entries and access arrangements.
- To be fully involved in the consultation process by:
  - 1) Chairing team meetings
  - 2) Attending and making an active contribution to Directors of Learning meetings.
  - 3) To attend Governing Body meetings when required.

### Marketing and Liaison:

- To contribute to the School liaison and marketing activities.
- To lead the development of effective subject links with partner schools and the community, with attendance where necessary at open evenings, awards evenings and other community events.

### Pastoral System:

- To be accountable for monitoring and supporting the overall progress and development of SEND students within the department.
- To put in place appropriate action plans to address underachievement of individual students and groups of students e.g. disadvantaged students
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To actively promote the development of effective subject links with external agencies.
- To be responsible for Department sanctions for students who fail to adhere to standards set.
- To liaise with the relevant Achievement Co-Ordinator in action taken by the department regarding individual students.
- To be responsible for helping to maintain high standards of student behaviour in the department at all times.
- To be responsible for all transition arrangements for students moving across key stages, KS2 to KS3, KS3 to KS4 and KS4 to KS5.
- To engage with parents and carers to support students' achievement and behaviour for learning in line with school policies.

### General:

- A teacher on MPS shall meet the Teachers' Standards (DfE 2012).

- A teacher on the upper pay scale shall meet the Teachers' Standards (DfE 2012) and performance threshold standards as specified in the Teachers' Pay and Conditions Document.
- To attend weekly SLT meetings and carry out all duties as expected of a member of the SLT as directed by the Principal
- To adhere to the Trust's Code of Conduct for all staff, Safeguarding and Health and Safety policies

Other specific duties particular to the post of Assistant Principal - SEND:

- 1) To have legal responsibility for all aspects of the SEND Code of Practice for all students
- 2) To oversee the organisation of student transport for SEND students

**Line Manager**

The Assistant Principal: SEND will be responsible to the Vice Principal: Student Wellbeing and through him/her to the Principal.

**Review**

This job description may be subject to review and change to accommodate the changing needs of the Academy, after consultation, at the request of the Principal, Line Manager or post holder.

Signed \_\_\_\_\_ Postholder

\_\_\_\_\_ Principal

\_\_\_\_\_ Date

Waverley Education Foundation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful candidates.





## Waverley Education Foundation Trust

### PERSON SPECIFICATION: Assistant Principal (SEND)

	ESSENTIAL	DESIRABLE
<b>Initial Qualifications</b>	<ul style="list-style-type: none"> <li>* Graduate in subject to be taught</li> <li>*Qualified Teacher status.</li> <li>*Successful completion of induction</li> </ul>	<ul style="list-style-type: none"> <li>*SENCO Accredited qualification or to be in the process of completion.</li> </ul>
<b>Further Qualifications/ Professional Development</b>	<ul style="list-style-type: none"> <li>*Recent, relevant in-service training in current educational practice.</li> </ul>	<ul style="list-style-type: none"> <li>*Post graduate study</li> <li>* Qualified to carry out exam access arrangements or prepared to carry out qualification</li> <li>*DSL Training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>*Successful and varied teaching experience across key stages 3, 4 and 5.</li> <li>* Experience of working with children with SEND</li> <li>*Leadership of an aspect of school improvement and/or curriculum area.</li> <li>*Experience and understanding/producing EHCP for SEND students</li> <li>*Evidence of leading a team to manage/lead change</li> </ul>	<ul style="list-style-type: none"> <li>*Experience in more than one school.</li> <li>*Experience and understanding of inner city/multi-cultural communities</li> <li>*Post 16 teaching.</li> <li>**Experience of managing a budget.</li> </ul>

	<p>*Evidence of excellent teaching as a minimum, leading to consistently high standards of achievement for all pupils</p> <p>* Good knowledge of current curriculum development in your subject area</p> <p>** Knowledge and understanding of the new SEND Code of practice and its application</p> <p>** An understanding of assessment procedures to measure pupil progress in SEND</p> <p>** An understanding of how to use data and AfL to inform planning for good teaching and learning</p> <p>** Ability to use ICT to effectively engage pupils in their learning</p> <p>** Experience of Department Development Planning</p>	<p>**Leadership in aspects of school life involving a high level of contact with parents and the wider community.</p> <p>**Experience of observing lessons and providing appropriate feedback</p> <p>**Experience of being a Designated Safeguarding Lead</p>
<p><b>Skills/Aptitudes</b></p>	<p>**The ability to prioritise, assess, plan, monitor, evaluate, review and lead by example.</p> <p>**Ability to manage the implementation of change sensitively.</p> <p>**Ability to lead and manage people and work as part of an effective team.</p> <p>** Ability to work under pressure and meet deadlines</p> <p>** The ability to inspire and enthuse colleagues</p>	

	<p>**High level of *written and ** oral communication skills.</p> <p>**To be able to provide evidence of having influenced the quality of teaching and learning in present school.</p> <p>**Good reasoning powers and good judgement in a variety of situations.</p>	
<b>Other</b>	<p>**A commitment to involve parents, Governors and the community in the work of the academy.</p> <p>**Promotion of positive behaviour strategies and constructive handling of problems.</p> <p>**An awareness, understanding and commitment to equal opportunities.</p>	
<b>Physical Requirements</b>	<p>“...maintain high standards in their own attendance and punctuality” (Teacher’s standards 2012)</p> <p>Professional appearance</p>	
<b>Contra-indications</b>	<p>*Criminal convictions involving offences against children</p>	

Those elements marked \*will be assessed in your application.

Those elements marked \*\*will be assessed in your application and during the selection process e.g. interview, presentation.

Waverley Education Foundation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful candidates.



### Why work for us?

The Trust recognize that our employees are our most valuable asset, and the success of our pupils depend on them. We value the hard work and dedication of everyone, and we strive for continuous improvement in everything we do. We have friendly and supportive colleagues as well as an open and approachable senior leadership team. We have opportunities to move and work within different areas of the Trust to enhance skills and experience. We offer a very comprehensive CPD programme and have invested in high quality on-line training packages available to all staff. We also offer an excellent health and wellbeing package with access to such services as self-help courses, counselling, virtual GP and physiotherapy.

### How to apply

Please complete the Trust's application form and send it to [applications@waverley.bham.sch.uk](mailto:applications@waverley.bham.sch.uk) by the closing date within our adverts.

We welcome informal visits and conversations about any of our vacancies. We welcome applications regardless of age, gender, sexual orientation, ethnicity or religion. Only applications submitted on the schools application form will be accepted.

Successful applicants will need to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. All applications will be considered on their merit.

Waverley Education Foundation is committed to the protection and safety of its students.



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**How to apply?**