



Salisbury Manor Primary School

Job Description

Post: Assistant-Principal (Inclusion & SENCo)
Responsible to: Principal

Main purpose of the post:

To provide strong leadership for the exceptional provision and outcomes at Salisbury Manor Primary. This is a leadership post within the School's structure which carries with it membership of the Senior Leadership Team (SLT) and responsibility for the leadership of the School. As a member of SLT the post holder would be expected to support the development and implementation of our vision which reflects the School's ethos and values, and which ensures high standards. The post holder is also the schools SENCO.

Responsible for:

Professional duties which are common to all staff plus strategic leadership of the school as part of the SLT with specific responsibility for SEND and Inclusion

This includes:

- Putting provision in place to ensure that progress of pupils with SEND improves relative to those without SEND
- Ensure that the school carries out its statutory responsibilities regarding all students with an Educational Health Care Plan (EHC)
- Applying for EHCPs
- Looked After Children
- Liaison with external agencies
- Deputy Designated Safeguarding Lead
- Pupil Premium Children Lead
- Leading behaviour & SEMH
- Lead EAL throughout the school.
- Developing Teaching & Learning across the school
- Coaching & Development of Teaching and Support Staff
- Line Managing Support Staff & Pastoral Staff
- Monitoring and tracking of provision, assessment and individual learning plans for children with SEN

Line management of:

Class Teachers, Learning Practitioners, TAs, Pastoral Staff

Role Specific Responsibilities:

Strategic direction and development of the school

- Support the Principal and governors in promoting and developing a vision of excellence for the future of the academy; demonstrating inspirational leadership and creativity.
- To work within the Senior Leadership Team to develop the overall direction of the school.
- To keep up to date with current issues in teaching and learning and in school improvement, and to share this with staff.



- To work in partnership with the Principal and members of the leadership team in the cycle of planning, implementation, review and evaluation of the School Development Plan.
- To monitor and evaluate the impact of the policies, practices, targets and priorities in the school, identifying developments needed and working with the Principal and leadership team to achieve them.
- To contribute to the setting of highly ambitious targets for pupils and staff, and to be accountable in their delivery.
- Put provision in place to ensure that progress of pupils with SEND improves relative to those without SEND and oversee day to day provision
- Advise the leadership team on the strategic development of the SEND policy and provision in the school and contribute to the development the policy wherever appropriate
- Ensure that the school carries out its statutory responsibilities regarding all students with an EHC
- Support all staff in understanding the needs of SEND pupils
- Support departmental developments of SEND provision.
- Monitor progress towards targets for pupils with SEND
- Analyse and interpret relevant school, local and national data
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- Applying the inclusion systems and policies including SEND, and behaviour support
- Appropriate and timely intervention for students who are underachieving
- Implement and oversee effective and strong Child Protection strategies and the implementation of legal policies
- Coordination of multi-agency procedures and meetings
- Responsible for producing an annual Development Plan in an agreed format, reviewed in line with the School Improvement Plan
- Provide reports for the SLT and the Governing Body as statutorily required
- Oversee records on all pupils with additional needs
- Support pupils with Medical needs in the School
- To actively monitor and respond to inclusion initiatives at national, regional and local levels
- To support existing networks, liaising with other schools in the group and to collaborate with other academies as appropriate

Teaching, Learning and Assessment

- To be an excellent role model for all staff in all aspects of classroom practice.
- To teach pupils across Primary.
- To provide instructional coaching for teaching staff across the school
- To play a major role in the development of high quality teaching, learning and assessment, in particular through coaching and training.
- Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEND
- Support the schools Teaching and Learning team and support Quality First Teaching for all pupils with SEND
- Work with staff to develop effective way of bridging barriers to learning through:- assessment of needs- monitoring of teaching quality and pupil achievement- target setting- B2, Edukey pupil profiles, Provision Maps, PSP's etc - keeping accurate records
- Collect and interpret specialist assessment data to inform practice
- Undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies
- Work with the Principal, members of the SLT, teachers, curriculum leaders and pastoral staff sure all pupils learning is of equal importance and that there are high and realistic expectations of pupils
- To help to ensure that all students are able to learn and make exceptional progress.
- To ensure that assessment and moderation processes lead to excellent learning for students, and meet all statutory and other requirements including any access arrangements for students with SEND.
- Identify students who may be in need of additional support
- Plan and deliver interventions for specific pupils, both 1:1 and in small groups
- Track and monitor progress of pupils in need of additional support, e.g. with SEND



- Maintain records for individual pupils

Leadership and Management

- Provide professional guidance to staff to secure good teaching for SEND pupils, through both written guidance and meetings
- Lead on the performance management process for teachers and Support Assistants supporting pupils with SEND in their class.
- Advise on and contribute to the professional development of staff, including whole school INSET provision
- Provide regular information to the Principal and governing body on the evaluation of SEND provision
- Effective deployment of staff and resources
- Advise the Principal and governing body of priorities for deployment of staff, and utilise resources with maximum efficiency
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies
- Work with external agencies to maximise resources made available
- Identify training and development needs of SEND staff and support development within the financial parameters imposed by the budget
- To share in and support the leadership of the school and to bring out the potential for leadership in others.
- To challenge and support others in developing professionally, both formally and informally.
- To act as a coach and/or line manager to staff where appropriate and to organise induction.
- To help lead the school through external accreditations where appropriate.
- To work within the Senior Leadership Team to present an accurate and coherent account of the school's performance to a range of audiences, enabling them to play their part effectively.
- To be able to stimulate students and colleagues through a positive, active and supportive attitude.
- To organise opportunities for pupils, and to lead assemblies where appropriate.
- To rigorously monitor the impact of improvement strategies and refine as appropriate
- Participate in the recruitment of SEND personnel and ensure effective induction of new SEND staff in line with school procedures
- Manage the SEND delegated budget efficiently and effectively, ensuring value for money
- Ensure Health and Safety practices, including risk assessments, are in line with school /group policy
- Lead on Behaviour, supporting colleagues to implement best practice.

Securing Accountability

- Work alongside the Principal to secure improvement through Performance Management; take responsibility for the performance management of identified staff
- Support staff in understanding their own accountability, and develop approaches to its review and evaluation.

Pastoral Care

- To work alongside our pastoral team & lead
- To help promote and safeguard the welfare of all students.
- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all students and to implement policies and procedures to foster them.
- To ensure that a high standard of care and good order for all students is maintained through the development and implementation of behaviour systems.
- To ensure timely and accurate reporting of safeguarding concerns
- To liaise with external agencies, including children social care to ensure concerns are reported and followed up with pace and urgency



- Undertake preventative work with young people and their families in order to keep pupils safe (including conducting welfare checks and attending TAF's, CIN meetings, Core Group Meetings and CP Conferences).

Communication and Community Links

- To fully support the life and work of the school.
- To develop and maintain positive and effective professional relationships with colleagues, parents, the local community and Governors.
- To provide information to the Governing Body to enable it to meet its responsibilities.
- To ensure that parents and pupils are well informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement.
- Communicate with parents about specific interventions / support in place for their child
- Liaise with parents about their child's progress
- Promote and model good relationships with parents and carers, which are based on partnerships to support and improve children's achievement, involving parents as true partners in the education of their children.

Other

- Undertake other various responsibilities as directed by the Principal.
- To lead the academy in the absence of the Headteacher, to oversee the daily running of the school.
- Lead assemblies
- To have an overview of field trips, workshops and residentials ensuring that they have purpose and value in developing the breadth of the curriculum. To attend and lead residential trips, where appropriate.

Culture

- Support the school's values and ethos by contributing to the development and implementation of policies practices and procedures.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop a school culture and ethos that is utterly committed to achievement.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.



Salisbury Manor Primary School

Person Specification

Post: Assistant-Principal (Inclusion Lead & SENCo)

Responsible to: Principal

	ESSENTIAL
QUALIFICATIONS	<ul style="list-style-type: none">• A good Honours Degree• Qualified Teachers Status• Relevant up to date experience teaching in UK schools• Prepared themselves for the post through appropriate professional development• National SEND Qualification (NASENCO)
SKILLS & EXPERIENCE	<ul style="list-style-type: none">• Proven track record of outstanding teaching and learning• Proven track record of outstanding middle or senior leadership• Experience in coaching for improvement• Lead and inspire others• Have a relentless focus on high standards• Work on their own initiative and be part of a team• See tasks, plans and ideas through to completion• Think strategically but have an 'eye for detail'• Undertake complex, problem solving tasks such as data analysis• Communicate effectively in a wide variety of forms to a range of audiences• Use emotional intelligence to manage change effectively• Excellent role model for oral and written communication• Total support and alignment with the strategic vision for the school• Experience of leading and evaluating successful whole school projects• Skills that bring out the best in others of all levels of experience• To have a relentless focus on driving up whole school standards and lead by example at all times• Can assimilate information quickly, and ability to work at pace
ATTITUDES	<ul style="list-style-type: none">• Value the education of every student as equally important• Be committed to equal opportunities• Believe in students' entitlement to a broad, balanced and meaningful education• Be committed to high quality in all aspects of their work• Have a collaborative approach to partnership working• Have an understanding of school systems, timetabling, data tracking for students, development, planning and implementation• The desire for personal improvement and skills to act on feedback• Recognise that it is the responsibility of leadership to provide active support and challenge to colleagues
QUALITIES	<ul style="list-style-type: none">• A highly professional approach to their work• The ability to thrive in a 'no excuses' culture• Great energy, enthusiasm and hope• A real drive to make things happen• A passionate desire to make a difference• Good sense of humour.