



ASSISTANT PRINCIPAL - INCLUSION RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





COUNDON COURT SCHOOL



Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. At Coundon, we drive everything we do through our 3 core principles: Hard Work, Kindness and Respect. We are looking to expand our team of dedicated professionals who excel in their field.

Chris Heal, Principal

JOB TITLE:	ASSISTANT PRINCIPAL – DIRECTOR OF INCLUSION
OPPORTUNITY:	<p>We are seeking to appoint an excellent Assistant Principal – Inclusion to the Coundon Court Team. An ambitious and innovative individual who has the ability to lead and deliver is more important than experience.</p> <p>You will secure outstanding outcomes for all vulnerable learners in the school by raising the quality of T&L across the school for students with SEND, as well as ensuring that a series of well-planned interventions and personalised learning programmes have impact in raising standards of literacy and numeracy for these learners. In addition to ensure vulnerable learners can engage with the curriculum, make good progress and meet the school’s intent for their future.</p>
REPORTING TO:	Deputy Principal – Quality of Education
LOCATION:	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust
SALARY:	LEADERSHIP L12 - L16
BENEFITS:	<ul style="list-style-type: none"> ● Competitive rates of pay ● Extensive professional development opportunities across the Trust ● Career pathways across the Trust ● Teacher/Local Authority Pension Schemes ● Online retail discount ● Employee Assistance Programme ● Family Friendly policies to support family & carer commitments ● Flexible Working Arrangements

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

JOB DESCRIPTION



Job Purpose

To secure outstanding outcomes for all vulnerable learners in the school by raising the quality of T&L across the school for students with SEND, as well as ensuring that a series of well planned interventions and personalised learning programmes have impact in raising standards of literacy and numeracy for these learners. In addition to ensure vulnerable learners can engage with the curriculum, make good progress and meet the school's intent for their future.

Duties and responsibilities

To lead on:

- Ensuring the accurate diagnosis of SEND learners and simple and accurate communication of information about those learners to staff.
- Ensure accurate systems and data on all SEND learners
- Raising standards of Teaching and Learning across the school for SEND and vulnerable students.
- Securing outstanding outcomes for vulnerable students in English and Maths in line with the school development plan and working collaboratively with the subject leads and Strategic Leads across all year groups.
- Work with Subject Leads and year teams to provide high quality interventions that ensure outstanding progress in English and Maths in Key Stage 3 & 4, especially for those students who are not yet meeting ARE in Y7 & 8 in English and Maths.
- To lead on Key Stage 2 to 3 learning transition for SEND and other vulnerable learners.
- Lead the SENCO and ensure that statutory provision for all SEND and EHCP pupils is met and that they make good progress.
- Identify and work with junior colleagues to ensure there is a succession plan for the SENCO role and capacity is built.
- Work with the Principal to ensure that the Pupil Premium and Y7 Catch up Premium have maximum impact on student outcomes and that the inclusion programme is focused strongly on Literacy and Numeracy and in line with the schools intent for SEND and disadvantaged learners.
- Develop the schools work with families of SEND and disadvantaged learners so that it makes impact and raises aspirations and improves parental support for learning.
- Undertake the role of designated teacher for CLA students, work closely with the safeguarding team to ensure quality provision and safety for those students.
- Develop of links with external agencies to facilitate and enhance the above
- Liaise with other schools and external agencies to procure and oversee alternative provision.

Line management

- To lead and manage the inclusion team

Students

- Supporting colleagues in the school with behaviour for learning and supporting the Pastoral Teams and Faculties as a senior leader
- The delivery of guidance to students about further courses and careers relevant to their progression and interests.
- Stimulating belonging throughout the school by supporting well planned and aspirational enrichment activities and events.

Resources

- Ensuring value for money and efficient use of resources.
- Ensuring that classrooms and leaning spaces are a showcase for students learning and provide an engaging and safe learning environment.
- The observance of correct safety procedures in line with school's Health and Safety Policy.
- Contributing to the School Development Plan.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> • Must have QTS (Qualified Teacher Status). • Substantial experience of working in the secondary sector. • First degree or Certificate of Education. 	<ul style="list-style-type: none"> • Post graduate qualification (other than PGCE) at masters level or other evidence of sustained professional learning • Evidence of continuous professional development. 	Application Form, Certificates
Skills and Abilities	<ul style="list-style-type: none"> • Able to think strategically, and to build and communicate a coherent vision. • Able to inspire, challenge, motivate and empower others to carry the vision forward and attain high goals. • Excellent written and verbal communication skills. • Approachable, reliable, has presence and enjoys being highly visible to children and parents. • Self-motivated with good organisational skills and the ability to prioritise workload effectively for themselves and others. • Delegates management tasks and monitors their implementation. • Develops, empowers and supports individuals and teams and thereby builds capacity. • Able to follow the school's safeguarding procedures and recognise when to report any concerns. 		Application Form, Interview, Presentation

Experience	<ul style="list-style-type: none"> • Track record of providing inspiration and strong leadership to teaching staff that leads to improved outcomes for students. • Leads by example in promoting the school's vision and values to students, staff, Governors and parents of the school. • Inquisitive and able to think creatively, solve problems and make informed professional, management and organisational decisions • Builds and maintains effective relationships with parents, carers, external partners and the wider community that enhance pupil education • Fosters an open and equitable culture and manages conflict • Holds colleagues accountable in terms of student performance and adhering to deadlines 	<ul style="list-style-type: none"> • Experience of leadership and management in raising standards and impact • Successful experience of leading a significant 'new initiative' • Experience of partnership working (including parents) • Experience of working with external providers to enhance curriculum delivery and pastoral care for students 	Application Form, Interview, Presentation
Knowledge and understanding	<ul style="list-style-type: none"> • Outstanding classroom practitioner who leads by example. • Develops strategies for performance improvement. • Accesses, analyses and interprets information • Initiates and supports research and debate on effective learning • Gives and receives effective feedback and acts to improve personal performance • Collects a rich set of data to understand the school's strengths and weaknesses • Engages colleagues in systematic and rigorous self-evaluation and combines the outcomes of this with external evaluations to develop the school 	<ul style="list-style-type: none"> • Demonstrates political and legislative insight and anticipates trends • Government initiatives to raise achievement 	Application Form, Interview, Presentation
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others 		

	<ul style="list-style-type: none">• Committed to and able to promote the aims of the school and the values of The Trust: Students First, It's about Learning, No Barriers.• Able to work calmly under pressure and withstand stress.• Able to work flexibly, and to attend meetings and INSET days as required• Able to develop professional relationships to drive improvement across the Trust		
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HOW TO APPLY

CLOSING DATE:	Friday 5 April 2024
INTERVIEWS:	Monday 15 April 2024

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- Coundon Court Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.

