

Post: Assistant Principal - Inclusion / SENDCO and Safeguarding

£51,950 - £54,115 from September 2022

Strategic leadership of Inclusion, SEND and Safeguarding

- To systematically lead and develop SEND operations across the UTC and the co-ordination of provision made to support individual students, including those who have an Educational Health and Care Plan (EHCP) as per requirements of the Code of Practice.
- Lead the UTC's strategy for inclusion to maximise the progress of key vulnerable students (SEND, LAC and those with potential physical, medical and psychological barriers etc.). This will include monitoring and evaluating the impact of teaching and learning inclusion activities and contributing to UTC self-evaluation, the UTC Improvement Plan, reports to stakeholders, returns to the Local Authority, Department for Education (DfE) and outside agencies, as required.
- To act as SENCO and that appropriate policies and practices are up-to-date, including the SEND policy and that they are relevant and fit for purpose.
- Ensure that all UTC records for students with SEND are kept up to date, including the timely completion of all statutory reports and assessments for students with SEND.
- To maintain effective communication with all stakeholders, including via the UTC's website and ensuring that the UTC adheres to relevant government legislation in relation to SEND, including compliance with the SEND Code of Conduct.
- To provide professional guidance to colleagues and work closely with staff, students, parents and other agencies.
- To take responsibility for personal professional development and keep up-to-date with recent developments in education and SEND practice and provision for the more able.
- To support staff in developing the planning and assessment procedures and the quality of teaching for students with additional needs so that all children receive an appropriate curriculum and have appropriate individual plans in place identified through effective monitoring and evaluation.
- To lead on exam access arrangements and associated accommodations for students across all areas of curriculum delivery and efficiently disseminate this to staff.
- Be responsible for the UTC Additional Needs Register.
- To monitor and track student progress, to strive to ensure that key groups of students (including SEND, LAC) make at least good progress.
- To support whole-school quality assurance (QA) processes by leading on the QA of provision for key groups (SEND, LAC) through regular learning walks, observations and data analysis.
- To work in partnership with parents, outside agencies and the local authority to ensure individual's needs are met and important information is disseminated appropriately.
- To ensure that the UTC maintains appropriate records, registers and written correspondence regarding SEND including documentation, annual reviews and provision maps.
- Manage external applications relating to students with additional needs and ensure the appropriateness of provision
- To liaise, inform, consult and prioritise referrals to appropriate agencies, including the Educational Psychology Team, Physiotherapy Department, Speech and Language Therapy Team and relevant medical professionals, consulting with parents as appropriate.

- To liaise with SENCOs in other schools to promote continuity for the transfer of SEND students.
- To act as the designated teacher for Looked After Children.
- Line-manage and liaise with Learning Support Assistants regarding the provision for key groups of students and ensure that a strategic overview of the impact specific provision has made on key groups of students is available for SLT and Governors, as appropriate.
- Utilise baseline-testing data to identify key students that will benefit from additional support and interventions including support of the whole-school focus on literacy. Deploy any Learning Support Assistant to lead interventions that rapidly boost students' knowledge and skills across a range of subjects.
- To maintain and develop 'easy to access' systems to ensure all staff have access to up-to-date information regarding all key groups of students.
- Be the UTC's Designated Safeguarding Lead with oversight of all safeguarding issues at the UTC which will include;
 - liaising with the relevant Local Safeguarding Board representatives
 - working with SLT in reviewing safeguarding policies and procedures
 - ensuring all safeguarding logs are secure but accessible to key staff and up to date
 - ensure up-to-date awareness and knowledge, as a result of appropriate INSET and training, of current Child Protection issues
 - be responsible for the provision of appropriate safeguarding training for all staff new to the UTC and updated training for existing staff, both teaching and non-teaching
 - lead the Safeguarding team.
- To maintain effective communication with all stakeholders via the UTC's website and ensuring that the UTC adheres to relevant government legislation, in relation to safeguarding.
- Report, as appropriate, to the Governing Body and SLT on safeguarding and welfare related issues.
- Arrange for liaison with the Sheffield Region Local Authority multi-agency teams to support the UTC, where appropriate.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Support UTC activities including assemblies, attending appropriate UTC events as directed.
- Any other duties deemed reasonable, as directed by the Principal.
- Participate in the UTC's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the UTC and beyond.
- Represent the UTC at events as appropriate.
- Support and promote the UTC ethos.