



<b>Post Title</b>	<b>Assistant Principal (Inclusion)</b>
<b>School / Organisation</b>	Avanti Gardens School
<b>Location</b>	Bristol
<b>Grade</b>	L6
<b>Hours</b>	Part-time (3 days per week)
<b>Contract Type</b>	Permanent
<b>Reports to</b>	Principal
<b>Preferred Start Date</b>	As soon as possible

### MAIN PURPOSES OF THE JOB

The Assistant Principal, leading on Inclusion, under the direction of the Principal, will;

- Determine the strategic development of special educational needs (SEN) policy and provision in the school.
- Determine the strategic development of EAL policy and provision in the school.
- Be responsible for progress and outcomes of pupils in receipt of pupil premium.
- Have clear oversight of progress and outcomes for various groups of learners, ensuring they continue to make good progress.
- Line Management of TAs supporting pupils with SEND.
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provisions to support individual pupils with SEN (including EAL, or a disability)
- Provide professional guidance to colleagues, working closely with staff, parents, and other agencies.
- The Assistant Principal (Inclusion) will be expected to teach a reduced timetable and fulfil the responsibilities of a teacher for their allocated classes, as set out in the STPCD.
- Have clear oversight of support, reporting, progress and outcomes for CLA.

### RESPONSIBILITIES OF THE JOB

#### Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN (including EAL) or a disability across the school, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN (including EAL) or a disability.
- Ensure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP).
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.
- Evaluate whether funding is being used effectively and suggest changes to make use of funding more effective.

#### Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map.
- Provide guidance to colleagues on teaching pupils with SEN (including EAL) or a disability and advise on the graduated approach to SEN support.
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment.
- Awareness of the provision in the local offer.



### RESPONSIBILITIES OF THE JOB

- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies.
- Be a key point of contact for external agencies, especially the local authority (LA).
- Analyse assessment data for pupils with SEN (including EAL) or a disability.
- Implement and lead intervention groups for pupils with SEN (including EAL) and evaluate their effectiveness.
- Plan and deliver relevant training ensuring all staff have the tools and strategies to provide high quality provision for all pupils.

### Support for pupils with SEN or a disability

- Identify a pupil's SEN.
- Coordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil.
- Ensure records are maintained and kept up to date.
- Review the education, health, and care plan (EHCP) with parents or carers and the pupil.
- Communicate regularly with parents or carers.
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil.
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities, and extra-curricular activities.
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability.

### Strategic development of Pupil Premium policy and provision

- Have a strategic overview of provision for pupil premium pupils, including those eligible for free school meals or looked after pupils, across the school, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision for PPM pupils.
- Ensure the Pupil Premium strategy and Sports Premium strategy is put in to practice and its objectives are reflected in the school improvement plan (SIP).
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.
- Evaluate whether funding is being used effectively and suggest changes to make use of funding more effective.

### Operation of the Pupil Premium policy and co-ordination of provision

- Maintain an accurate pupil premium, free school meal and looked after register.
- Coordinate catch-up initiatives such as tuition programs for PP students.
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including access to IT and home learning.
- Awareness of the provision in the local offer.
- Be a key point of contact for external agencies, especially the local authority (LA).
- Analyse assessment data for PP pupils.
- Promote and support enrichment opportunities for PP students to raise aspirations and narrow attainment gaps and evaluate their effectiveness.
- Plan and deliver relevant training ensuring all staff have the tools and strategies to provide high quality provision for all PP pupils.

### Leadership and management

- Work with the principal and the Trust Inclusion Lead, to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.



### RESPONSIBILITIES OF THE JOB

- Work with the MAT Director of Inclusion to design and implement an inclusion strategy based on the core principles of The Avanti Way.
- Prepare and review information the school is required to publish.
- Contribute to the school improvement plan and whole-school policy.
- Identify training needs for staff and how to meet these needs.
- Lead INSET for staff.
- Share procedural information, such as the school's SEN policy, PP strategy
- Promote an ethos and culture that supports the school's SEN policy, EAL policy and PP strategy and promotes good outcomes for pupils with SEN (including EAL) or a disability an PP pupils.
- Lead and manage teaching assistants (TAs) working with pupils with SEN (including EAL) or a disability.
- Lead staff appraisals and produce appraisal reports.
- Review staff performance on an ongoing basis.

The Assistant Principal (Inclusion) will be required to safeguard and promote the welfare of children and young people and carry out all duties in the context of and in compliance with all Trust's policies and procedures and in compliance with our Equalities Policy and Code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the principal and or Director of Inclusion.



### RESPONSIBILITIES OF THE JOB

Criteria		Requirement	
		Essential	Desirable
1.	Qualified teacher status	X	
2.	National Award for SEN Coordination		x
3.	Current experience of this role		X
4.	Significant teaching experience	X	
5.	Safeguarding (Level 3) training		X
6.	Experience of working at a whole-school level		X
7.	Involvement in self-evaluation and development planning		X
8.	Experience of conducting training/leading INSET		X
9.	Experience of effectively managing a team	X	
10.	Sound knowledge of the SEND Code of Practice	X	
11.	Understanding of what makes 'quality first' teaching, and of effective intervention strategies	X	
12.	Ability to plan and evaluate interventions	X	
13.	Data analysis skills and the ability to use data to inform provision planning		X
14.	Effective communication and interpersonal skills	X	
15.	Ability to build effective working relationships	X	
16.	Ability to influence and negotiate	X	
17.	Good record-keeping skills	X	
18.	Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school	X	
19.	Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability and PP pupils	X	
20.	Ability to work under pressure and prioritise effectively	X	
21.	Commitment to maintaining confidentiality at all times	X	
22.	Commitment to safeguarding and equality	X	

### FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2021/10/Child-Protection-and-Safeguarding-Policy-and-Procedure-.July-2021.pdf>