JOB DESCRIPTION AND PERSON SPECIFICATION

LYNN GROVE ACADEMY
Creative Education Trust

Job Title	Assistant Principal (SENDCo)	**Location**	Lynn Grove Academy
Salary	Leadership L12 – L16	**Hours**	Leadership
Department	Leadership	**Reports To**	Vice Principal

JOB PURPOSE:

The Assistant Principal (SENDCo) will lead a highly committed and successful SEND team, including two Assistant SENDCos and a skilled team of support staff. They will oversee and further develop our recently established SEND provision, including the Draco Room, Lynn Grove's first dedicated SEND space, which delivers a wide range of impactful interventions designed to remove barriers to learning and promote student success.

A central priority of the role will be embedding high-quality inclusive practice across the Academy. The postholder will work closely with leaders, teachers, and support staff to ensure that adaptive teaching is consistently embedded within classroom practice and that SEND provision is viewed as an integral component of excellent teaching and learning.

As a member of the Senior Leadership Team, the Assistant Principal (SENDCo) will contribute to the strategic direction of the Academy and undertake wider leadership responsibilities appropriate to this level.

KEY RESPONSIBILITIES AND DUTIES:

Strategic Leadership of SEND

- Provide strategic leadership and management of SEND provision across the Academy.
- Develop and implement a clear vision for SEND that aligns with the Academy's improvement priorities and values.
- Monitor, evaluate, and continually improve the quality and impact of SEND provision.
- Ensure compliance with statutory SEND responsibilities, the SEND Code of Practice, and Equality Act requirements.
- Lead the Academy's approach to inclusive education and champion the achievement and wellbeing of students with SEND.
- Use data effectively to identify priorities, evaluate impact, and drive improvement.

Leading Teaching, Learning, and Inclusion

- Drive excellence in adaptive teaching across the Academy so that SEND students are successfully included and make strong progress.
- Work collaboratively with curriculum and pastoral leaders to ensure inclusive practice is embedded across all departments.
- Support teachers in removing barriers to learning and implementing effective classroom strategies.
- Lead professional development relating to SEND, adaptive teaching, and inclusive practice.
- Model excellent classroom practice and maintain credibility as an outstanding practitioner within your specialist subject area.
- Contribute to whole-school quality assurance processes, including lesson visits, learning walks, and review activities.

Leadership of the SEND Team

- Provide line management, support, and professional challenge to two Assistant SENDCos.
- Lead and develop the wider SEND and support staff team.

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- Ensure effective deployment of support staff and intervention programmes.
- Foster a culture of high expectations, collaboration, and continuous improvement.
- Support staff development through coaching, mentoring, and performance management.

Provision and Intervention

- Lead the development and evaluation of interventions that improve outcomes for students with SEND.
- Oversee the effective operation and strategic development of the Draco Room.
- Ensure that interventions are evidence-informed, impactful, and regularly evaluated.
- Coordinate transition arrangements for SEND students entering and leaving the Academy.
- Work closely with external agencies and specialist services to secure appropriate support for students.

Partnership with Families and External Agencies

- Develop positive and productive relationships with parents and carers.
- Ensure effective communication regarding student needs, progress, and provision.
- Act as a key professional during annual reviews and other SEND-related meetings.
- Liaise effectively with local authority services, health professionals, and external agencies.

Senior Leadership Responsibilities

As a member of the Senior Leadership Team, the postholder will:

- Contribute actively to Academy strategic planning and self-evaluation.
- Support the development and implementation of Academy improvement priorities.
- Undertake leadership responsibilities commensurate with the role of Assistant Principal.
- Promote the Academy's culture of high expectations and inclusivity.
- Represent the Academy positively with all stakeholders.
- Participate in leadership duties and activities as directed by the Principal.

JOB REQUIREMENTS:		
	Essential	**Desirable**
QUALIFICATIONS	• Qualified Teacher Status. • Degree or equivalent qualification. • Evidence of continued professional development.	• National Award for SEN Coordination (NASENCO) or equivalent SENDCo qualification.
EXPERIENCE	• Significant and successful experience working within SEND provision in a secondary school setting. • Experience of supporting students with a range of SEND needs. • Experience of leading and developing staff. • Evidence of successfully improving outcomes for SEND students.	• Previous experience as a SENDCo or Assistant SENDCo. • Experience of operating at middle or senior leadership level. • Experience of leading whole-school initiatives.

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	• Experience of working collaboratively with parents, external agencies, and professionals. • Experience of implementing and evaluating interventions.	
KNOWLEDGE AND UNDERSTANDING	• A secure understanding of current SEND legislation and the SEND Code of Practice. • Strong knowledge of effective adaptive teaching strategies. • Understanding of evidence-informed approaches to inclusion and intervention. • Knowledge of safeguarding responsibilities and statutory requirements. • Understanding of assessment, progress tracking, and data analysis.	
SKILLS AND PERSONAL ATTRIBUTES	• A highly effective classroom practitioner. • An inspiring and strategic leader. • Passionate about improving outcomes for vulnerable learners. • Committed to inclusive education and high expectations for all. • An excellent communicator with outstanding interpersonal skills. • Organised, resilient, and solution focused. • Able to influence and develop practice across the Academy. • Committed to continuous professional development.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • **Empowering Ambition:** Supporting personal growth, innovation and high performance. • **Championing Equity:** Promoting fairness, inclusion and high expectations for every student. • **Unlocking Opportunity:** Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	

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EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.