EXCEL LEARNING TRUST

Job Description

KEY INFORMATION	
Post title:	Vice Principal – Deep Support
Grade:	L7 – L11
Responsible to:	Head of School
Responsible for:	Assigned staff within school

OVERALL PURPOSE OF JOB
Support the Head of School in all aspects of leading and managing the school, with particular responsibility for Deep Support. Deputise for the Head of School where required.

MAIN DUTIES AND RESPONSIBILITIES	
1	Leadership and management of Deep Support within the school, working under the guidance of and with the support of the Head of School
2	Support the Head of School to drive forward improvement priorities, raising standards and outcomes for all pupils in school
3	Support the Head of School with the evaluation of school performance, identifying priorities for improvement and acting on these as appropriate, particularly within the area of Deep Support and inclusion
4	Where required, act as the school's named SENCo, with responsibility for all aspects of SEND across the school. Where the school has a SENCo in post, line manage the SENCo
5	Be the school's Designated Safeguarding Lead (DSL), leading on safeguarding, child protection and online safety across the school in line with Keeping Children Safe in Education (KCSIE)
TEACHING AND LEARNING	
5	Assist the Head of School in the effective monitoring and evaluation of teaching and learning
6	Ensure all pupils receive high quality, effective education and a broad and balanced curriculum
7	Model excellent teaching and behaviour management of pupils at all times

8	Have ambitious expectations for all pupils, including those with special educational needs and disabilities or those who are disadvantaged, and promote an inclusive culture that enables all pupils to access the curriculum and achieve their potential
9	Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for pupils
10	Support the Head of School to ensure that reliable and consistent approaches are used to assess pupils' knowledge and understanding of the curriculum
LEADERSHIP AND MANAGEMENT	
11	Line management of assigned staff in school
12	Support the Head of School with the development and review of the school improvement plan
13	Establish clear and open lines of communication with all stakeholders
14	Maintain effective relationships with fellow professionals and colleagues to improve educational outcomes for all pupils, including developing positive relationships with other schools and Trusts
15	Ensure staff and pupils' safety and welfare through effective approaches to safeguarding
16	Adhere to the professional duties of all classroom teachers as set out in the current School Teachers Pay and Conditions Document and Teachers' Standards

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times
3	Participate in performance management and take part in appropriate training and development activities
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	A good honours degree in a relevant subject, or equivalent
2	A professional teaching qualification and/or QTS or equivalent (e.g. QTLS)
3	Designated Safeguarding Lead qualification or the willingness to obtain
4	Evidence of recent and relevant CPD
5	*SENDCo qualification (desirable)*
Experience	
1	Relevant teaching experience across the primary age range
2	Excellent classroom practitioner with evidence of excellent outcomes for pupils
3	Experience of using a broad range of data and information to inform planning and to help improve outcomes for pupils
4	Experience in narrowing the gap for vulnerable pupils and those with additional needs
5	Experience of managing safeguarding in a DSL or Deputy DSL role, or similar
6	*Line management experience (desirable)*
Skills/Knowledge/Abilities	
1	Strong and secure knowledge of the national curriculum for primary
2	Awareness of and ability to use a range of teaching and learning strategies for improving the learning and achievement of all pupils
3	Knowledge of current developments and initiatives in relation to SEND and inclusion, both locally and nationally
4	Ability to use a range of ICT systems, including confidence in using standard computer packages (e.g. Microsoft suite, Google) and school-specific software
5	Ability to build strong relationships with and communicate effectively to a range of stakeholders, including pupils, staff, parents and others
6	Evidence of taking initiative, being creative and solving problems

7	Experience of utilising and analysing a broad range of data and information to monitor and evaluate performance in a range of areas, to inform planning and to help improve outcomes for students
Personal Attributes	
1	High expectations of self and others, including the ability to demonstrate exceptionally high expectations for all pupils, both personally and academically
2	Strong personal and professional integrity, with resilience and ability to motivate self
3	Excellent personal organisation and a track record of timely delivery of tasks
4	Reflective practitioner with the capacity to challenge and address areas for personal development
5	Ability to work both independently and collaboratively as a member of a team
6	A commitment to equality and diversity
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check