SPENCER
ACADEMIES TRUST
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Rosecliffe Spencer Academy
73 Rose Way
Edwalton
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NG12 4JE

Rosecliffe Spencer Academy
Vice Principal for Inclusion
Salary L1-L5
Permanent

Job Description

Purpose of Role

- To assist the Principal in all aspects of the strategic and operational leadership and management of the Academy, promoting its ethos and culture of high expectations and acting as a visible ambassador for the Academy and Spencer Academies Trust.
- With other members of the senior leadership team, the Vice Principal will undertake a range of organisational and supervisory duties and discharge routine leadership functions including the line management of other leaders within the school.
- To safeguard all pupils and promote and maintain the safety and well-being of pupils and staff at all times.
- With training if necessary, the Vice Principal should be able to assume responsibility for leading and managing the school and deal with day to day matters in the absence of the Principal according to the school ethos.
- In addition, senior leaders are expected to make a contribution to the Spencer Academies Trust, and support, where necessary, any of our Trust Schools.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

You will play a key role in the overall leadership and management of the Academy with a specific responsibility for the inclusion and engagement of all pupils through high quality systems and provision alongside a regular balanced teaching commitment.

The nature of the Academy year requires some activities related to the role to be done regularly whilst others will be on an annual cycle.

1. Inclusion

- Take on joint SLT responsibility for the management of the pastoral system including pupil wellbeing, safeguarding, behaviour and SEND, with overall responsibility for the role of SENDCO.
- Develop learning support and pastoral support provisions which enable the school to cater for the needs of all pupils including those with additional needs.
- Ensure that a highly ambitious and progressive curriculum is delivered across the school, with further enrichment programmes in place to equip pupils with the skills needed to access the curriculum, grow as learners and successfully transition to the next stage of their education
- Ensure that Pupil Support provisions operate effectively.
- Oversee the programme of assemblies and ensure they are used to promote the ethos of the school.
- Advise class teachers in relation to attendance and behaviour for their year group, ensuring they are given the opportunity to contribute to school policies and procedures in order to maximise the achievement and ensure the wellbeing of pupils.

- Work with the Principal (designated safeguarding lead) to ensure that all statutory and best practice systems to safeguard children are in place and that there is appropriate support for pupils who are vulnerable or at risk of exclusion such that they achieve positive outcomes.
- Work with the SEND team to ensure that all statutory and best practice systems to support children with special education needs and disabilities are in place and that there is appropriate support for pupils such that they achieve positive outcomes.
- Contribute relevant pastoral information into Year Group Progress meetings
- Analyse, evaluate and report key inclusion, well-being, attendance and behaviour data to key parties including the Principal, the Trust and the local Governing Body
- Ensure up to date data and analysis is available and used to support improvement, with a focus on SEND, EAL and pupil premium children linked to Year groups
- Lead on the transition process for pupils joining at other than the normal time, and for pupils transferring to other schools in year and at point of secondary transfer.

2. Attendance

- Develop, implement and keep under review systems which improve attendance for pupils with SEND.
- Guide and support learners, including vulnerable groups and provide equal opportunities for an all inclusive and healthy school setting to ensure learners enjoy coming to school

3. Behaviour

- To take the lead on keeping the behaviour policy under review and to ensure that all staff know, understand and implement that policy consistently and effectively
- Ensure that effective systems of rewards and sanctions in keeping with the school's ethos are in place and that they result in very high standards of behaviour across the school.
- Lead on the development and implementation of effective approaches to supporting children with challenging behaviour
- Work with our Principal, PSHE, Mental Health and Computing leads to ensure our curriculum prepares children for life in modern Britain, supports personal development and contributes to children knowing how to keep themselves safe (working in conjunction with the pastoral support) through monitoring, assessment and CPD for staff, promoting our values of Respect, Achievement, Inspiration, Nurture, Belonging, Openness and Wellbeing.
- Model effective management of behaviour to ensure a good and safe learning environment.

4. Leadership of others

- Line manage a team of staff as identified by the Principal including Teaching staff, Assistant SENCO/ Mental Health Leads and support staff.
- Undertake Appraisal and Performance Management for all staff that the post-holder line manages and appropriately manage any underperformance with support from the Principal and Trust HR Manager.
- Mentor Early Years Career Teachers (ECTs) or other staff as appropriate

5. Corporate leadership Responsibility

- Ensure a consistent and continuous school-wide focus on achieving the very highest expectations and standards for pupils and staff in a particular area of school improvement, using a range of data to quality assure performance and assess progress of improvement plans
- To demonstrate excellent practice as a role model teacher and maintain a good knowledge of current thinking in primary education
- Manage, quality assure and develop the school monitoring systems for specific areas of school improvement
- Support the Principal, alongside other members of the senior leadership team, in keeping the school improvement plan under review and in maintaining an accurate summary self-evaluation
- Champion the needs of vulnerable children within the academy
- To have a high profile and actively/effectively engage with pupils and parents/carers to support children's learning and well-being
- Keep up to date with research related to high inclusive practice
- Maintain up to date professional knowledge in line with national changes and legislation as appropriate to the role, in order to carry out designated whole Academy role to a high standard
- To be innovative bringing new ideas for improvement to the SLT team
- Effectively influence staff and children to promote high standards and expectations of academic work, behaviour and attitudes within the Academy.
- To network with the Trust and other schools related to best practice and to contribute to outreach school improvement within The Spencer Academies Trust.
- To be a strong and visible leader throughout the Academy
- To contribute to an ethos within which are staff are motivated and supported to develop their skills and knowledge and in which emerging talents are nurtured
- To provide regular feedback for Governors and colleagues in a way that recognises good practice and supports their development, resulting in a tangible impact on learners

General

- Establish effective and professional relationships with all academy colleagues, irrespective of their role, and operate with integrity
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role
- Maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Deliver creative and effective teaching strategies and approaches.
- Contribute to the overall aims and ethos of the Spencer Academies Trust
- Establish constructive relationships with other schools and agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.