

May Park Primary School
Assistant Vice Principal Job Description



Hours	Full time
Grade / Salary	L8
Contract Type	Permanent
Line Manager	Headteacher
Line Management	SEND and Resource Base Lead
	<p>May Park Primary School is a diverse and inclusive school in the heart of Bedminster, Bristol. In September 2023 we opened our first Resource Base class for children with a diagnosis of autism and have since expanded to 4 classes.</p> <p>We are seeking a passionate and visionary leader to join our senior team in a key strategic role leading our Resource Base and SEND needs across the school.</p> <p>As a school leader, you'll work in partnership with teaching staff, families, and external agencies ensuring all children's needs are met and the curriculum is accessible for all children.</p> <p>This is a broad leadership role with no teaching responsibility, ideal for an experienced SENDCo wishing to gain leadership experience as a step towards headship.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • To lead and manage the specialist provision team to meet the needs of the children • Lead the development and implementation of inclusivity • Ensure all statutory processes are completed • Ensure SEND Provision meets the needs of all SEN children (45% SEND across the school with 18% of children with EHCP) • To support the Headteacher in all aspects of school leadership <p>Ideal Candidate</p> <ul style="list-style-type: none"> • An outstanding and experienced SENCO with NASENCo qualification and knowledge of SEND Legislation looking for a further leadership role • Exceptional interpersonal skills and the ability to inspire others through positive leadership • Be able to reflect on your work and excel at innovating and creating new solutions <p>The successful candidate will be focused on improving the life chances of all pupils, bringing a passionate and inspirational outlook to the role.</p>

	You will be a strategic thinker, able to create and implement a strategy for SEND across the entire school.
Further Information	Line Management
	<ul style="list-style-type: none"> • SEND and Resource Base Lead
	Dimensions
	Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.
Special Notes	
	<p>Safeguarding</p> <ul style="list-style-type: none"> • Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information.

PERSON SPECIFICATION

Job Title:	Assistant Vice Principal
Location:	May Park Primary School

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<p>Qualified teacher status</p> <p>Degree</p> <p>Professional development in preparation for a leadership role</p>	<p>A nationally recognised leadership qualification eg, NPQML, NPQSL NPQH</p> <p>National SEND award</p>
Experience	<p>SENDCo experience in a school</p> <p>At least three years teaching experience within a Primary or Early Years setting.</p> <p>Involvement in school self-evaluation and development planning</p> <p>Line management experience.</p> <p>Experience of contributing to staff development</p>	<p>Teaching experience in more than one key stage within primary school</p> <p>Recent experience of leading whole school professional development</p>
Skills and knowledge	<p>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others.</p> <p>Ability to build effective constructive relationships</p>	<p>Understanding of school finances</p> <p>Understanding of LA SEND processes</p>
Personal qualities	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</p> <p>Ability to work under pressure and prioritise effectively.</p> <p>The ability to work effectively within a team.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding and equality</p>	

Annual Appraisal

All staff must complete an annual appraisal as part of their professional learning and development at the Excalibur Academies Trust.

Probation period

All new members of staff will complete a probation period as per their induction process.

