

Ashford Hill Primary School	
Vice Principal/SENCO	
Responsible to:	Principal
Salary	L3 – L6
Hours / FTE	1.0
Main purpose of the job	
- Formulating the aims and objectives of the school - Establishing policies for achieving these aims and objectives - Managing staff and resources to that end - Monitoring progress towards the achievement of the school's aims and objectives - Leading on the appropriate provision for children with special needs and liaising with colleagues, parents/carers and outside agencies - Line management of the Learning Support Assistants	
Professional Duties	
In addition to carrying out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions document in accordance with the: - National Standards for Qualified Teachers. - National Curriculum. - School's aims, objectives, key priorities, values and schemes of work. - Policies of the Thames Learning Trust. In addition, the specific requirements of the post, under the direction of the Principal along with the particular duties expected of the post holder have been set out below:	
Qualities and Knowledge	
- Communicate expectations of planning and curriculum organisation - Support with the day-to-day management of the school, deputise in absence of the Principal - Communicate the school's vision compellingly and support strategic leadership - Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils - Build positive relationships with all members of the school community, showing positive attitudes to them - Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally - Work with political and financial astuteness, translating policy into the school's context	

- Seek training and continuing professional development to meet own need
- Demonstrating high standards of personal integrity, loyalty, discretion and professionalism.
- Publicly supporting all decisions of the Principal and Trust.

Pupils and Staff

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Ensure staff are held accountable for their professional conduct and practice
- To participate in the recruitment and deployment of teaching and support staff

Systems and Processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Set up systems for screening pupils at "point of entry" identifying, assessing and reviewing provision for SEND children once identified.
- Lead annual review meetings for children with Education Health Care Plans to review progress, set new targets and determine strategies to improve attainment.
- Be available at parent evening consultations to meet with parents who have any queries or concerns related to special educational needs and/or attendance.
- Complete an annual action plan for SEND and regularly review its impact.
- Managed the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice in line with the Trust Appraisal and Capability policy
- Work with The Thames Learning Trust and the board of trustees as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

The Self-Improving school system

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals

• Model entrepreneurial and innovative approaches to school improvement and leadership • Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education
Data Protection and Safeguarding
• To work within the requirements of GDPR at all times • To fully understand the responsibilities in relation to Safeguarding and Child Protection and how to refer an issue/concerns • To remain vigilant to ensure all students are protected from potential harm • Deputise and provide cover for the Designated Safeguarding Lead as required.
General
• The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties • The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager • The post-holder will be required to promote, monitor and maintain health, safety and security in the work place, including the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
Confidentiality
During the course of employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Thames Learning Trust. Under no circumstances should such information be divulged or passed on to any other unauthorised person or organisation.
Safeguarding Children and Health & Safety
Thames Learning Trust is committed to adhering to the DFE guidance "Keeping Children Safe in Education". It is the individual's responsibility to promote and safeguard the welfare of children and young people in the school. Satisfactory references, enhanced DBS clearance & social media check is required for this post. This post is exempt from the Rehabilitation of Offenders Act 1974. You are required to comply with the school's Health and Safety policy at all times.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of teachers in the School Teachers' Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Principal.

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Principal. This job description does not form part of the contract of employment. It describes the way in which the member of staff is expected and required to perform and complete the particular duties as set out above.