



# JOB DESCRIPTION

Job Title: **Vice Principal & Inclusion Lead with SENDCo**

Location: **Fairfield Academy**

## **Background:**

The David Ross Education Trust (DRET) is a growing network of academies. The network is a mix of primary, secondary and special schools and those that have chosen to join DRET on conversion with sponsored academies.

## **Reporting To:**

Principal

## **Salary:**

L3 to L8

# MAIN RESPONSIBILITIES

## The Vice Principal will:

Under the direction of the Principal, play a lead role:

- ★ In formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
- ★ Be responsible for the standards and curriculum of all pupils in EYFS and Key Stage 1 including monitoring of progress towards achievement
- ★ Strategic lead for whole school behaviour
- ★ Proactively manage staff and resources
- ★ Carry out the professional duties of a teacher
- ★ Take responsibility for promoting and safeguarding the welfare of children and young people within the school

## Duties and responsibilities

- ★ In partnership with the Principal and the Local Governing Body establish and implement an ambitious vision and ethos for the future of the school
- ★ Play a leading role in the school improvement and school self-evaluation planning process
- ★ In partnership with the Principal, manage school resources
- ★ Devise, implement and monitor action plans and other policy developments
- ★ Lead by example to motivate and work with others
- ★ In partnership with the Principal, lead by example when implementing and managing change initiatives
- ★ Promote a culture of inclusion within the school community where all views are valued and consider enrichment and extra-curricular activities which will meet the Trust's aspirations for pupils.
- ★ Create a stimulating climate which will encourage all pupils to fulfil their potential, in the widest sense, and maintain a lifelong enthusiasm for learning and personal development
- ★ Be responsible for the operational oversight of attendance

## Leading SEND and Teaching and Learning

- ★ Lead whole-school SEND strategy and inclusive practice.
- ★ Oversee SEND identification, provision and EHCP/annual review processes.
- ★ Build staff capability in adaptive teaching; oversee interventions and evaluate impact.
- ★ Work with families and agencies to secure effective support and transitions.
- ★ Model excellent teaching; promote high expectations; lead a core subject.
- ★ Work with the Principal to raise standards through performance management.
- ★ Lead CPD and coaching aligned to school priorities and inclusive practice.
- ★ Lead curriculum development, assessment and reporting.
- ★ Support the Principal with strategic planning and policy delivery.
- ★ With the Principal, monitor and evaluate teaching and learning to secure improvement.
- ★ Ensure strong basic skills teaching and evaluate impact.
- ★ Use progress and attainment data to evaluate performance and drive improvement.
- ★ Promote pupils' active involvement in their learning.

## Developing self and others

- ★ Support the development of collaborative approaches to learning within the school and beyond

- ★ Support the induction of staff new to the school and those being trained within the school
- ★ Act as mentor for ECT's and have shared responsibility for students on teaching practice and those undertaking work experience, as appropriate
- ★ Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school
- ★ Lead the annual appraisal process for identified support and teaching staff
- ★ Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- ★ Work with the Principal to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management

### **Managing the organisation**

- ★ Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- ★ Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- ★ Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- ★ Be a proactive and effective member of the senior leadership team
- ★ Ensure the day-to-day effective organization and running of the school including the deployment of staff as appropriate
- ★ To undertake any professional duties, reasonably delegated by the Principal

### **Securing Accountability**

- ★ Lead and support the staff and governing body in fulfilling their responsibilities with regards to the school's performance and standards
- ★ Support the Principal in reporting the school's performance to its community and partners
- ★ Promote and protect the health and safety welfare of pupils and staff
- ★ Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### **Strengthening Community**

- ★ Work with the Principal in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- ★ Develop and maintain contact with all specialist support services as appropriate
- ★ Promote the positive involvement of parents/carers in school life
- ★ Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- ★ Strengthen partnership and community working
- ★ Promote positive relationships and work with colleagues in other schools and external agencies

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications and Professional Development</b>		
★ Honours degree related to Primary Education or a curriculum subject.	X	
★ Qualified Teacher Status	X	
★ Qualified SENDCo		x
★ Evidence of sustained participation in INSET/CPD	X	
★ Senior Leadership Qualification		x
★ Participation in work with other schools/agencies		x
★ Middle management training or school management programme		x
<b>Experience</b>		
★ Experience of teaching EY, KS1 and KS2	x	
★ Demonstrable evidence of high standards of class teaching	x	
★ Experience of curriculum leadership to promote pupils enjoyment and engagement in learning	x	
★ Experience of analysing and using the data to progress learning across the whole school	x	

★ Experience of co-ordinating and developing staff	X	
★ Ability to act as a positive teaching role model	X	
★ Experience of managing teaching resources and a curriculum budget		X
★ Experience of developing good relationships with a range of stakeholders and maximising their contribution to raising standards.	X	
★ Practical understanding of effective teaching and evaluation strategies	X	
★ Experience of leading performance management and/or staff management		X
★ Experience of school budget setting procedures		X

### Skills and Knowledge

★ Ofsted awareness	X	
★ Awareness of current developments in Education and the implications of these	X	
★ An understanding of good inclusive education and the SEN Code of Practice	X	
★ Understanding of personalised learning, preferred learning styles and accelerated learning programmes	X	
★ Understanding of effective assessment and target setting procedures	X	
★ Competent in the use of ICT	X	
★ Team working skills	X	

★ Effective and adaptable communication and interpersonal skills	X	
★ Motivation and leadership skills	X	
★ Ability to promote and develop a vision for high quality education promoting inclusion, spiritual, moral and cultural development	X	
★ A determination to progress school improvement	X	
★ Fully supportive of the school's values	x	
★ A desire to allow each child the opportunity to fulfil their potential, both academically and on a personal level	x	
★ Commitment to equality of opportunity and raising achievement for all	x	
★ A willingness to provide extracurricular activities in line with the school's commitment to an extended and enriched curriculum	x	
★ A commitment to develop curriculum flexibility to suit the needs of our pupils		x
★ Experience of implementing strategies to promote social inclusion, personal and social development		x
★ Experience of working with EAL, SEN or pupils with identified barriers to learning		x
★ Experience of working with children from a variety of backgrounds and/or vulnerable groups of pupils		x
★ Recent experience of an OFSTED Inspection and its follow up		x
★ Knowledge and understanding of promoting community learning and extended schools		x
<b>Equal Opportunities</b>		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best	X	

Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child	X	
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them	X	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children	X	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role	X	