Severndale
Specialist Academy

JOB DESCRIPTION

Assistant Principal

Severndale Specialist Academy:

Severndale Specialist Academy is a multi-site special school incorporating our Monkmoor campus, our KS3/4 provision within a local mainstream secondary school and a purpose built 16-25 year old provision at our local college. We work with young people with special educational needs from within Shropshire and beyond. Our children and young people can access Severndale Specialist Academy from nursery age through to 25 and have a wide range of learning, communication and physical difficulties and some students require personal care. Supporting communication and enabling independence is a key focus of our work.

Severndale is a truly unique special school and is one of the largest special schools in the country. We are proud to be able to meet the needs of over 430 young people across all abilities of the SEND spectrum and across three different sites. Severndale is also proud to be part of The Learning Community Trust, a truly inclusive multi academy trust based in Telford.

Purpose of the Post:

The purpose of this role is to assist the Leadership Team in the leadership and management of effective strategies to support teaching and learning throughout the Academy and to achieve the outcomes required by Government regulations and the Academy Development Plan adopted by the Local Governing Body.

As an Assistant Principal you will nurture and support the ethos of positive communication, collaboration and engagement to ensure the delivery of high quality teaching and learning. This will be demonstrated by the way you carry out your duties as a Teacher and an outstanding practitioner.

Key Accountabilities:

- To ensure our young people's EHCP and curriculum outcomes are achieved, and progress is made for all pupils.
- To support all staff, provide clear direction and hold staff to account for any underperformance.
- To be responsible for the operational running of all aspects of the day to day organisation of your phase/s.
- To plan, implement and monitor personalised provisions related to pupil EHCP needs.

Role Specific Responsibilities will include:

- To lead on a key area of the Academy Development Plan.
- Support on the implementation of an agreed progressive curriculum for pupils within the Phase/s including monitoring lesson delivery, pupil assessment, recording progress and intervention.
- Establish firm links with Specialist Support Services and other professional colleagues in-line with the Academy Vision in order for our pupils to receive their full entitlement of support, development, and stability into adulthood.

- Ensure that appropriate communication strategies are in place across the phase through close liaison with all professionals and parents.
- Co-ordinate a social calendar to encourage parental liaison through a variety of inclusive and purposeful activities that may include coffee mornings, special assemblies and workshops, designed to enhance understanding and learning of our parents/carers and pupils.
- Undertake a teaching timetable commitment across your Department/Academy as appropriate.

Professional Duties will include:

- To work with the Leadership Team to undertake the day to day running of the Academy following the direction of the Principal.
- To develop and implement policies for the department which reflect the Academy's commitment to high achievement and effective teaching and learning.
- To attend Leadership meetings and make contributions to whole school strategic direction and development.
- To nurture and support Department teams through a coaching/mentoring approach in order to empower staff, develop new staff, and shape future leaders.
- To maintain a climate which enables staff to maintain positive attitudes to the specific needs of our pupils through agreed strategies, developments and processes.
- To ensure pupils make progress equal to or better than expected on the basis of prior attainment data, in line with their EHCP.
- To ensure that pupil progress is monitored, collated and analysed so that appropriate measures are taken to address under achievement of groups and individuals.
- To ensure that work with pupils underpins and promotes the school's ethos and values and reflects all aspects of SMSC.
- To ensure that within classes each pupil has their needs met through an appropriately personalised curriculum, timetable and strategy that enables engagement and progression.
- To ensure effective learning takes place through consistent high-quality teaching and innovative practice.
- To liaise with parents, carers and any external agencies involved with the pupils.
- To ensure that Annual Review procedures are fully met.
- To assist in the formulation of the Academy's overall aims and objectives and their implementation towards the Academy Vision.
- To meet regularly with the Senior Management Team to discuss matters of policy and strategic development.

Safeguarding:

In carrying out any of the role set out below, your role of **'Deputy'** Designated Safeguarding Lead should be guided by two important principles. First, following the Children Act 1989, the principle that the welfare of the child should be paramount. Second, the principle that confidentiality should be respected as far as possible (without compromising the first principle).

It is **essential** that **'Deputy'** designated safeguarding leads are familiar with the content of the following key documents:

- the Department for Educations (DfE's) statutory guidance for schools and colleges, 'Keeping Children Safe in Education' 2021
- 'Working Together to Safeguard Children' 2018
- Ofsted Inspecting safeguarding in early years, education and skills settings 2019
- The Prevent duty July 2015
- Shropshire Safeguarding Community Partnership (SSCP) Threshold Guidance Document
- Early Years Foundation Stage Statutory Framework 2017 (EYFS)

As **Deputy** Designated Safeguarding Lead you:

- Should be an experienced member of staff, from the school or college.
- Must take responsibility for safeguarding and child protection.
- Should be fully conversant with the SSCB child protection (CP) procedures and act on child abuse within school.
- Provide support and guidance to all members of staff
- Should liaise with designated staff for Looked After Children (LAC).
- Are responsible for referring individual cases of suspected abuse to relevant Local Authority (LA) Children Services area (following SSCP guidelines) and to liaise with them and other agencies on individual cases and on general issues relating to CP.
- Should undertake "Prevent" awareness training and support with this within the school/college.
- Will have responsibility to act as a school-based resource on CP issues for staff.

Working with others – as **Deputy** Designated Safeguarding Lead, you will:

- Liaise with the senior Designated Safeguarding Lead, head teacher or principal to inform him or her of issues especially on-going enquiries under section 47 of the Children Act 1989 and police investigations.
- As required, liaise with the "case manager" and the Designated Officer in the Local Authority (LADO) for child protection concerns.
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

This list is not exhaustive, please refer to Annex B in KCSiE for more detailed guidance.

Conditions of Service:

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.