



# Sacred Heart Catholic Primary School



## Job Description

### Assistant Vice Principal (with responsibility for Inclusion)

**Name:**

**Salary Scale: L4 – L8**

#### **Introduction**

This appointment is with the Local Academy Committee of the school under the terms of the Catholic Education Service contract signed with the Local Academy Committee as employers. The post-holder will, by personal example and professional leadership, ensure that the Catholic ethos and Mission of the school, permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Principal and the Post-holder. It will be reviewed annually.

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document. This details the professional and particular duties required of teachers, together with requirements for Management time, Working time, Guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers. Reference should also be made to the National Professional Standards for Teachers, which articulate the expectations of teachers at different stages in their career.

*The Assistant Vice Principal is accountable for:*

#### **The effectiveness of teaching and learning strategies across the school**

*The adequacy of curriculum provision and the effectiveness of its impact on learning outcomes  
Target setting with relevant heads of key stages / faculties / department*

These accountabilities will be delivered through the following strategies:

- Formulating the aims and objectives of the school in partnership with the Principal and other senior leadership team members
- Working with others to create a shared strategic vision for the school which motivates pupils and staff
- Establishing the policies through which the school's aims and objectives shall be achieved
- Taking the lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others
- Managing staff and resources to that end
- Inspiring confidence in teaching and other staff
- Demonstrating the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning

#### **Inclusion Key responsibilities**

- The Inclusion Leader, in collaboration with the Principal and Local Academy Committee, plays a key role in determining the strategic development of the Special Educational Needs (SEN) policy and provision in the school to raise the achievement of children with special educational needs and those eligible for the Pupil Premium.
- The Inclusion Leader takes day-to-day responsibility for the operation of the SEN policy and co-ordination of the provision made for individual children with special educational needs and those eligible for the Pupil Premium, working closely with staff, parents and carers and other agencies.
- The Inclusion Leader also provides related professional guidance to colleagues with the aim of securing high quality teaching for children with special educational needs and those eligible for the Pupil Premium so that they achieve the best outcomes possible.

#### **Leader for SEND and those pupils eligible for Pupil Premium**

- Implement the revised Code of Practice for SEND



# Sacred Heart Catholic Primary School



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- Review, evaluate and monitor the SEND policy as necessary and ensure its implementation across the school
- Review, evaluate and monitor the Looked After Children policy as necessary and ensure its implementation across the school
- Maintain a system for the identification of children with SEND by gathering appropriate evidence
- Map the SEND provision and ensure appropriate support is given and monitored
- Map the provision for those pupils eligible for Pupil Premium and ensure appropriate support is given and monitored
- Identify where adjustments need to be made to provision and discuss these with the Principal for further consideration
- Oversee record keeping completed by colleagues and outside agencies and complete all paper work required, including the Annual Reviews
- Make appropriate referrals to outside agencies and communicate effectively with professionals from outside the school
- Ensure that children with statements receive appropriate provision in terms of adult support and resources
- Co-ordinate Care Plans for individual children as required
- Review, evaluate and monitor resources for SEND children and those eligible for Pupil Premium, ensuring that funds are well allocated to achieve the best outcomes for pupils

### **Monitoring and evaluation**

- Monitor the progress of SEND children and those eligible for Pupil Premium through the collection of data, rigorous analysis and the writing of robust reports
- Monitor the progress of SEND children those eligible for Pupil Premium through other monitoring activities such as classroom observations, work sampling, informal discussions with colleagues and pupil voice surveys
- Write an Inclusion action plan as part of the School Improvement Planning process and evaluate this termly
- Liaise with the Principal concerning future INSET needs and any funding needs
- Liaise with the Local Academy Committee and report to them on a termly basis

### **Behaviour and Attendance**

- Review, evaluate and monitor the Behaviour policy as necessary and ensure its implementation across the school
- Be proactive in supporting children, colleagues and parents when difficult situations arise, preventing the escalation of problems and reducing the impact on the school community
- Refer children with behaviour difficulties to appropriate outside agencies, e.g. behaviour support team
- Review, evaluate and monitor the Attendance policy as necessary and ensure its implementation across the school
- Liaise with the Pastoral Support Manager and Romero School Attendance Officer and Principal and identify where additional support is required for families to ensure good attendance is maintained
- Liaise with the Local Academy Committee



# Sacred Heart Catholic Primary School



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### Supporting colleagues

- Support and advise Class Teachers and Teaching Assistants in order to improve their practice in meeting the needs of SEND children and those eligible for Pupil Premium and bring to their attention any opportunities for professional development that may be appropriate
- Work with staff to ensure that appropriate provision is made for SEND children and those eligible for Pupil Premium
- Keep well informed of current educational developments in SEND and disseminate information to staff, including leading Professional Development Meetings
- Work alongside the Leader for Gifted and Talented pupils and the Leader for EAL pupils as appropriate in particular when to inform the Inclusion termly report to Local Academy Committee
- To assist in the implementation of the school's Performance Management Policy and be a Team Leader for Teaching Assistants in Years 1 to 6
- Liaise with Phase Leaders as part of PM process
- Induct new Teaching Assistants (Years 1 to 6)

### Working with parents

- Develop and maintain effective partnerships between parents the school's staff so as to promote children's learning
- Communicate effectively, providing information to parents about support provided, children's achievements, progress and targets
- Communicate effectively to parents sharing information and reports provided by external agencies and the school's subsequent actions
- Lead parent workshops to provide information and support as required

### Teaching duties

You are required to carry out the duties of a schoolteacher as set out in paragraphs 71 to 76 (inclusive) of the Schoolteachers' Pay and Conditions Document. You will participate in the teaching programme of the school as appropriate and, by example, provide a very good professional model as a classroom practitioner.

These duties may be varied to meet the changing demands of the school and/or the developing career aspirations of the teacher. Any amendments will be subject to consultation between the Principal and the postholder.

The following clause must be included in all Job Descriptions for jobs which involve the processing of Personal Data:

\* "Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)"

Responsible for: Children and staff from Nursery to Year 6

Responsible to: Principal