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| **Post title:** | Assistant Vice Principal (Learning & Support) |
| **Salary and Conditions:** | L9-13 |
| **Responsible to:** | Vice Principal (Learning & Progress) |
| **Generic Job Description applicable:** | Teacher  |

**Job Description**

***Core Priority***

***Improve learning and teaching to optimise student outcomes***

**Strategic Direction**

1. Actively uphold and promote the Catholic ethos of the academy
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
3. Have high expectations of self, colleagues and students; model this in all dialogue and actions
4. Ensure our vision for the academy is clearly articulated, shared, understood and acted upon effectively by all
5. Demonstrate our vision and values in every day work and practice
6. Motivate and work with others to create a shared culture and positive climate
7. Create an organisational structure which reflects the academy’s values, and enables the management systems, structures and processes to work effectively in line with legal requirements
8. Develop and maintain a culture of high expectation for self and for others and take appropriate action when performance is unsatisfactory
9. Regularly review own practice, set personal targets and take responsibility for own personal development
10. Produce and implement clear, evidence-based improvement plans and policies for the development of the academy and its facilities
11. Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives
12. Manage the academy’s financial and human resources effectively and efficiently to achieve the academy’s educational goals and priorities
13. Manage and organise the academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
14. Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
15. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
16. Acknowledge the responsibilities and celebrate the achievements of individuals and teams
17. Work with the Local Management Board (providing information, objective advice and support) to enable it to meet its responsibilities
18. Develop and present a coherent, understandable and accurate account of the academy’s performance to a range of audiences including governors, parents/carers
19. Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families
20. Create and maintain an effective partnership with parents/carers to support and improve students’ achievement and personal development
21. Co-operate and work with relevant agencies to protect children
22. Treat people fairly, equitably and with dignity and respect

**Specific key areas of leadership for this post:**

1. Be the SENco lead professional in the Learning and Support Department
2. Be the designated safeguarding lead (DSL) for the academy
3. Lead and manage all staff within the Learning and Support strand
4. Lead the monitoring of the department in all areas, setting challenging targets and holding staff to account
5. Have strategic overview of all aspects of student learning and support, in particular for those students requiring individualised learning support and intervention to promote good behavior and attendance
6. Monitor and standarise the quality of provision on a regular basis, providing formative feedback and facilitating the sharing of good practice
7. Deploy effectively the financial resources to optimize student well-being and outcomes within Learning and Support
8. Initiate and carry out assessments in relation to SEND
9. Undertake special arrangements for internal and external examinations, liaising closely with the academy Examination’s Officer
10. Undertake day-to-day co-ordination of SEND provision through close liaison with staff, parents and external agencies
11. Provide professional guidance to all staff to secure good teaching for all students, in particular SEND students, through both written guidance and meetings
12. Provide regular information to the Headteacher and Local Management Board on the evaluation of the Learning and Support provision
13. Preparing and managing statutory assessment paperwork
14. Ensure good order and discipline are maintained for all students and staff students working within the Learning and Support area
15. Manage fixed term and internal exclusions, including effective re-integration
16. Ensure effective management of student learning for all students accessing alternative provision both internally and externally to the academy
17. Liaise with outside agencies with regard to support packages for students
18. Maintain the Learning and Support departmental areas with appropriate displays and stimulus.
19. Develop Middle Leaders and support their progression and growth, being their role model, inspiring and enthusing colleagues
20. Set challenging targets and hold Middle Leaders to account for progress in their area
21. Create a culture of high expectations for all members of the community
22. Ensure compliance with academy improvement priorities

To undertake any other duty as reasonably directed by the Headteacher not outlined in the above.