

## Assistant Vice Principal - Inclusion

Salary / grade range	L12-L16
Location	Co-op Academy Manchester
Reports to	Senior Assistant Vice Principal (Safeguarding and Inclusion)

### Purpose of role:

You will be the Academy's key strategic lead on Inclusion which will involve line management of the SENCO and internal SEND provision. You will devise a clear strategy to ensure that standards of Inclusion are consistently excellent and ensure exceptional learning can take place in a purposeful environment for all students. You will lead the SENCO, to ensure that they are effectively deployed and contributing towards delivering on our strategic priorities in this area. Furthermore, you will lead on Academy's own internal AP, Bridge and line manage the Bridge Manager. In addition, you will be responsible for the Academy's extended KS2 into KS3 transition provision, ELEVATE, leading our Primary Teacher and Teaching Assistant.

You will report to the Senior Assistant Vice Principal (Safeguarding and Inclusion) on all areas of accountability and be expected to take a proactive approach to emerging trends ensuring our students continue to learn in a safe, positive and productive environment.

### Key accountabilities

- Play an active role in supporting the Principal to deliver the Academy's vision.
- Support the Principal in developing a clear strategic vision of how to ensure Inclusion is outstanding.
- Have a forensic understanding of current sector thinking and approaches on all areas connected to SEND and Inclusion.
- Lead on cultural inclusivity within the academy
- Ensure that strategies are effectively implemented and deliver the impact they were intended to achieve.
- Have a detailed working knowledge of Ofsted requirements and be alert to changes and developments within the regulatory framework.
- Devise, maintain, and implement clear improvement plans in relation to SEND and Inclusion.
- Develop high performance teams, specifically the SEND, Elevate and Bridge teams, through the delivery of high quality training, coaching and mentoring.
- Support the Principal in managing the academy effectively.
- Work closely with other stakeholders including Trust, Governors and other partners to deliver strategic aims.
- In line with other Assistant Vice Principal roles, you will take pastoral leadership of a year group including two heads of year

### SEND

- Be responsible for effective quality assurance of curriculum adaptations for SEND learners that ensures students acquire, retain and can apply knowledge to unlock their potential as knowledge experts
- Lead the quality assurance for effective implementation of curriculum and pedagogy for SEND learners to ensure that students are able to unlock their potential as knowledge experts
- Devise and implement effective strategies that ensure that provision for SEND is consistently excellent in the classroom and around the Academy.
- Provide effective CPD to ensure that all academy staff can effectively implement the Academy's SEND Policy
- Develop effective quality assurance and monitoring systems to evaluate the effectiveness of

- approaches, intervene where there is concern, and recalibrate strategies to align to emerging needs.
- Own, formulate and evaluate all policies connected to SEND and Inclusion .
- Ensure there is always compliance with DFE guidance, the Academy and Trust's policies in relation to SEND and Inclusion, challenging as necessary, when there is transgression.
- Have oversight of all data, tracking and monitoring systems ensuring reporting accurately reflects trends and patterns, providing reports to the Principal, ACC and Central Team as required.
- Be the SLT escalation point on SEND and Inclusion and engage with parents in high-tariff cases of SEND and Inclusion
- Coordinate response to complaints, where necessary.
- Be the Academy's representative on any relevant external bodies as well as the Trust's SEND and Inclusion Network.

#### Alternative Provision

- Be the strategic lead for all matters connected to internal alternative provision; line manage the Bridge Lead and Elevate Teacher.
- Have strategic oversight of the Academy's internal AP, ensuring that it provides an effective programme of intervention and standards of uniform, attendance and engagement, are as high as the rest of the Academy; ensure the Academy AP tracker is implemented to enhance student motivation.
- Engage with, and have oversight of, external AP provision where it is used in exceptional circumstances; ensure all approvals have been sought and checks completed before students access off-site provision; and ensure quality assurance of provision takes place and that external AP provides good value for money.
- Ensure that there is compliance with all guidance and policies related to AP.

#### Cultural Inclusivity

- Lead opportunities to recognise and celebrate the vibrant and diverse academy community
- Liaise with PSHE lead to ensure cultural awareness within the curriculum
- Ensure appropriate support to ensure all students feel included and a sense of belonging
- Liaise with external agencies to provide interventions focusing up on cultural diversity

#### Efficient and effective use of staff and resources

- Work with the Principal to recruit, develop and retain high quality staff.
- Support the Principal by contributing to the staffing structure each year to ensure that resources are effectively deployed to deliver the excellent standards of SEND and Inclusion.
- Manage delegated budgets with diligence ensuring value for money.

#### Line Management Responsibility

- SENCO
- Alternative Provision Leader - The Bridge Manager and Elevate Teacher

#### Teaching and Assessment

- Undertake an appropriate allocation of teaching.
- Effectively plan, mark and assess learning providing feedback that ensures children make excellent progress.
- Provide written and verbal updates on students' progress - both individually and collectively - to leaders, parents and carers.

#### Safeguarding

- As a senior leader, be an example of excellence in safeguarding practice.
- Ensure that all safeguarding policies are adhered to and implemented effectively.
- Actively promote at all times the importance of keeping young people safe and be an advocate for their welfare and wellbeing.

#### Wider management of the Academy

- Attend and support all Academy events.
- As a senior leader, take collective responsibility for the effective implementation of all policies and procedures.

#### Additional Responsibilities

- Undertake all other responsibilities and tasks as directed by the Principal.

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Degree and teaching qualification.</li> <li>• NPQSL (or equivalent).</li> <li>• Strong track record of further professional study in the last two years &amp; evidence of impact.</li> </ul>		A,I
<b>Experience</b> <ul style="list-style-type: none"> <li>• Evidence of clear impact on student SEND and Inclusion</li> <li>• Effective implementation of strategies and initiatives that have had a direct impact on improving SEND and Inclusion</li> <li>• Recent evidence of whole-school impact.</li> <li>• A rising three year trend in student performance or other metric linked to relevant area of accountability.</li> <li>• Evidence of ability to manage change effectively.</li> <li>• Evidence of being able to lead, motivate and challenge to deliver improvement.</li> </ul>		A,I A,I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>• Forensic knowledge and understanding of educational thinking in relation to SEND and Inclusion .</li> <li>• Knowledge of the most effective approaches to create a culture in which SEND and Inclusion is excellent.</li> <li>• Detailed working knowledge of the barriers to students' positive SEND and Inclusion and how to overcome them.</li> <li>• Understanding of optimal models of staff development.</li> <li>• A comprehensive and forensic knowledge and understanding of the Ofsted framework and experience of using these to drive improvement.</li> <li>• Knowledge and understanding of effective models of alternative provision.</li> <li>• Experience of aspects of school operations and processes beyond current role.</li> <li>• Knowledge of how to motivate and enthuse people of the need for change.</li> </ul>		A,I A I A,I A,I A,I
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• An ability to deliver on strategic goals.</li> <li>• Relentless work ethic and resilience.</li> <li>• A highly analytical eye for detail.</li> <li>• A willingness to make decisions.</li> <li>• A commitment to safeguarding young people.</li> </ul>		A,I

The job description best characterises the role at the time of its formulation. It is subject to review to align with the needs and requirements of the Academy, in agreement with the post-holder, and by final agreement with the Principal.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.