**Job Description**

**Assistant Principal - SENDCo**

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| Assistant Principal / (SENDCo) | |
| Salary | L1-5 |

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| Job Description |
| **Job purpose**:  The Assistant Principal (SENDCo) will work alongside the Head of School to support the implementation of key development areas. The Assistant Principal (SENDCo) will be responsible for SEND provision, intervention and support for pupils and will work with the wider leadership team to ensure high quality teaching and learning across the school. This role will include a small teaching commitment and some elements of cover when required. |
| **Duties and responsibilities:**   * Support staff in understanding the needs of SEND pupils and how to meet them effectively through observations of pupils, strategy planning and high quality CPD * Supporting staff with the development of individual plans to meet the needs of pupils * Contribute towards the development and implementation of SEND policy and objectives to develop SEND within the School Development Plan * Monitoring the quality of support and progress of pupils * Liaising with staff, parents, external agencies and other schools to co-ordinate support for SEND pupils, including those pupils on intervention placements * To write applications for EHC assessments for identified pupils * Liaise with SEND caseworkers and other outside agencies to secure appropriate ongoing provision for pupils with SEND * Co-ordinate and chair annual reviews for pupils with EHCPs * Line manage staff (as appropriate) who have direct responsibility for pupils with SEND. This may also include performance management. * To develop and implement teaching and learning initiatives and ensure quality first teaching across the school. * To contribute to the induction, support and CPD of all newly appointed teachers and TAs including those on the initial teacher training programme * To support all staff to be their most effective * Support the HoS with operational leadership of the school and deputise when necessary * To act as the Deputy Designated Safeguarding Lead for the school |
| The post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. |

**Person Specification**

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| Attributes Essential Desirable Evidence | | | |
| **Personal** | * Flexibility * Ability to use own initiative * Resourceful, patient and resilient * Ability to work as part of a team * Excellent communication * Commitment to equal opportunities in service delivery and employment * Flexible approach to supporting children and families * Ability to maintain a professional manner in challenging situations * A friendly manner and good sense of humour |  | Interview  Application |
| **Competence** | * Good organisational skills * Good interpersonal skills including ability to resolve conflict * Demonstrable awareness of legislation relating to the SEND * Awareness of risk * Effective communication with children, carers and other professionals * Ability to work on own initiative * Ability to deal with difficult situations * Wide range of experience working with students with SEND * Knowledge of the education system, particularly LA process for EHC assessments. * Ability to identify effective interventions to ensure pupils maintain good progress * Experience of line management * Ability to work under pressure * A positive attitude to personal development and training * Ability to prepare and write reports and produce information as required * Ability to use CPD to motivate, enthuse and develop staff | * Leadership experience in more than one school | Interview  Application |
| **Qualifications and Training** | * Qualified teacher status * National Award for SEND qualification (or be working towards) | * Middle/senior leadership qualification * Commitment to undertake further training as required | Application  Certificates |
| **Special Requirements** | * Car owner with full driving licence * Flexibility in work pattern may be required occasionally |  | Interview  Application |

***Springwell Learning Community Lincolnshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to DBS clearance.***