

## Job Description and Person Specification

### Vice Principal SENCO

Start Date:	1 <sup>st</sup> September 2025
Contract:	Permanent
Salary:	Leadership Pay Scale Points 6 – 10 (L6 – L10)
Hours of work:	Full Time Teachers' Working Hours
Responsible to:	Principal
Primary Purpose of the role:	Member of the Senior Leadership Team, sharing strategic responsibility for the development and improvement of the whole school. To be the school's Special Educational Needs Coordinator. The professional duties of a teacher, as set out in the School Teachers' Pay and Conditions document.

### Overall, Purpose of the Post

Working in partnership with school leaders to develop good and outstanding practice across the school, within own area of responsibility.

Supporting the principal in ensuring the smooth operation of the school, maintaining high standards of education, and fostering a positive learning environment.

Deputising for the principal in their absence.

### Key relationships:

The Principal and Senior Leadership Team (SLT), teaching staff, other support staff, students, parents, governors, and outside agencies

This job profile includes the principal responsibilities of the post. However, the post will evolve. The post-holder will be required to adopt a flexible approach in order to meet the changing needs of the school.

### Specific Responsibilities

- Operationally lead and manage the newly refurbished 18 place ASD RP unit.
- Drive inclusion – shape and embed the school's SEND strategy so every child, regardless of need or background, thrives.
- Lead on SEND – own EHCP workflows, targeted interventions and multi-agency collaboration (EPs, SaLT, OT, CAMHS).
- Upskill colleagues – deliver engaging CPD on adaptive pedagogy, universal design and SEND best practice.
- Shape whole-school strategy – use sharp data analysis to inform long-term planning, self-evaluation and improvement.
- To work in partnership with school leaders as a member of the Senior Leadership Team.
- To contribute to the school's self-evaluation processes and the production of the school development plan.
- To lead the Key Stage team and raise standards across all aspects of the curriculum.
- To lead and develop key aspects of school improvement to improve standards of attainment and progress across the school.
- To lead staff Inset and provide individual coaching to support colleagues.
- To ensure the effective and proficient analysis and use of pupil data from a variety of sources, both internal and external.
- In the absence of the Principal, to take on the lead role in the school and act on the principal's behalf.
- To work with the leadership of the school to ensure a caring, ordered, and positive atmosphere throughout the school and further develop the good team relationships.
- Creating, inspiring, and embodying the ethos and culture of the school, securing its vision statement with all members of the school community, to ensure an environment for teaching and learning which empowers both staff and pupils to achieve their highest potential is nurtured and developed.
- Identifying and formulating the overall aims and objectives of the school, considering the individual needs of each child within the context of the school community.
- Developing outstanding teaching and learning across school.
- Ensuring highly effective channels of communication continue across school.
- Embracing new initiatives and demonstrating flexibility to implement educational initiatives.
- Display competence as a manager and a professional teacher to help raise standards of achievement throughout the school.
- Model outstanding practice – teach demonstrably great lessons that ignite a passion for learning.

## General Requirements

- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- Responsibility for safeguarding and protecting the welfare of all students, being cognizant of the Safeguarding and Child Protection Policy and related procedures.
- Carry out all duties regarding the school's policies and in compliance with the Trust's Equal Opportunities, Health & Safety and Code of Conduct procedures.
- Undertake necessary training associated with the post.
- Ensure that duties and responsibilities are carried out in accordance with Trust policies.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Be a role model for students and staff.
- Attend meetings, training sessions, after-school events and courses as required.
- Participate in a program of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- Comply with health and safety procedures, information and resources in line with school policy.
- Undertake any reasonable duties as requested by the principal or nominated delegate.
- Maintain a positive ethos.

**Vantage CE 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.** We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to The Trust's values and principles.

**REVIEW ARRANGEMENTS** The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Vantage CE Academies Trust will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.

**Job Description prepared/revised: May 2025**  
**Prepared by: Antonia Purdue (Principal)**

## Person Specification Vice Principal - SENCO

We are looking for a candidate who meets the following requirements:

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	Application Form	Interview/ Task
QUALIFICATIONS				
1.	QTS	E	✓	
2.	National Award for SEN Coordination	E	✓	
3.	Educated at degree level, with evidence of continuing professional development	E	✓	
KNOWLEDGE AND EXPERIENCE				
4.	Expert knowledge of the SEND Code of Practice and EHCP processes	E	✓	✓
5.	Proven leadership experience and impact (e.g SENCO, AHT)	E	✓	✓
6.	Demonstrable successful career experience, relevant to the role	E	✓	
7.	Experience of coaching, mentoring, directing, and challenging senior members of staff	E	✓	
8.	Experience of managing change within a Key Stage or implementing part of a school evaluation plan by writing, implementing and evaluating action plans	D	✓	
9.	Experience of providing guidance and support to colleagues in teaching and learning	E	✓	✓
10.	Experience in people management	E	✓	✓
11.	Demonstrable experience of raising standards across school	E	✓	✓
12.	Experience of appraising staff	E	✓	✓
13.	Experience of contributing to the school's self-evaluation process	E	✓	✓
14.	Experience leading a subject, or phase	E	✓	✓
15.	Experience working across year groups	E	✓	✓
16.	Experience of dealing with safeguarding incidents	E	✓	✓
17.	Knowledge of effective strategies for maintaining and developing high standards of attainment, behaviour, and attendance	E	✓	✓
BEHAVIOURS AND SKILLS				
18.	Able to communicate effectively with children, staff, parents, and the wider community.	E	✓	✓
19.	Able to listen to and gain the respect of others	E	✓	✓
20.	Adaptable and resilient, with a willingness to embrace change	E	✓	✓
21.	Organised, methodical and displaying high motivation and high expectations of children	E	✓	✓
22.	Excellent behaviour management skills	E	✓	✓
23.	Ability to work on own initiative, prioritising and managing time effectively.	E	✓	✓

24.	Ability to set up effective teams, and develop team approaches	E	✓	✓
25.	Ability to lead and influence the standard of teaching across the school	E	✓	✓
26.	Ability to take responsibility for the development and delivery of teaching and learning within at least one core subject	E	✓	✓
27.	Ability to relate to staff and to identify and assist with problems or difficulties in practice and classroom management	E	✓	✓
28.	Ability to lead and influence others	E	✓	✓
29.	Specialist knowledge of a core curriculum area	D	✓	✓
30.	A commitment to attending school events and involvement in the wider life of the school	E	✓	✓

**Note to Applicants: Please try to show in your application, how best you meet the above requirements**