

Monkmoor Campus
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Monkmoor
Shrewsbury
SY2 5SH
Tel: 01743 563333
Exec Principal: Lucy Lee

Severndale
Specialist Academy



VACANCY

Enabling communication, independence and enjoyment for life

Assistant Principal for Foundation (EYFS and KS1)

Full Time, Permanent Post starting May 2025 with a Leadership Salary L13 to L17

Who are we?

Severndale Specialist Academy is a multi-site special school incorporating our Monkmoor campus, provision within a local mainstream secondary school and a purpose built 16-25 year old provision at our local college. We work with young people with special educational needs from within Shropshire and beyond. Our children and young people can access Severndale Specialist Academy from nursery age through to 25 and have a range of learning, physical and mobility difficulties and some students require personal care. Supporting communication and enabling independence is a key focus of our work .

Severndale is a truly unique special school and is one of the largest special schools in the country. We are proud to be able to meet the needs of over 415 young people across all abilities of the SEND spectrum and across three different sites. Severndale is also proud to be part of The Learning Community Trust, a truly inclusive multi academy trust based in Telford.

What is the purpose of the role:

Severndale Academy is looking to appoint an excellent practitioner to join our Senior Leadership team at Assistant Principal level. Our Leadership team comprises the Executive Principal, our Vice Principals for Behaviour and Attitudes, Quality of Education and Safeguarding, alongside Assistant Principals for Key Stage/Phase Departments. Assistant Principals work closely with Key Stage Co-ordinators (TLRs) to progress their Department Development Plan in line with the Academy Development Plan. The Assistant Principal role includes that of a Deputy Designated Safeguarding Lead, working with the large DSL team to safeguard our school community.

We are looking for an experienced SEN leader who can ensure that our provision is individualised to pupil needs. This role will have a specific focus on leading the EYFS and KS1 to ensure that all pupils have excellent provision in line with their needs.

Our ethos and culture are clear in that every member of our team are focused on working together to ensure our pupils receive the absolute very best. We invest in quality CPD for all of our staff teams and are always looking to develop our provision and enable our young people to receive an excellent education.

**Tours are welcomed, please contact recruitment@severndaleacademy.co.uk to arrange this.
Closing date 9am Friday 10th January 2025**

If you want to further your career in forward thinking environment, then please complete the application form at www.severndaleacademy.co.uk and forward your information to Georgia Hart or Charlotte Cook (Human Resources) recruitment@severndaleacademy.co.uk

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children. For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide. We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.

JOB DESCRIPTION

Assistant Principal

Severndale Specialist Academy:

Severndale Specialist Academy is a multi-site special school incorporating our Monkmoor campus, provision within a local mainstream secondary school and a purpose built 16-25 year old provision at our local college. We work with young people with special educational needs from within Shropshire and beyond. Our children and young people can access Severndale Specialist Academy from nursery age through to 25 and have a range of learning, physical and mobility difficulties and some students require personal care. Supporting communication and enabling independence is a key focus of our work.

Severndale is a truly unique special school and is one of the largest special schools in the country. We are proud to be able to meet the needs of over 430 young people across all abilities of the SEND spectrum and across three different sites. Severndale is also proud to be part of The Learning Community Trust, a truly inclusive multi academy trust based in Telford.

Purpose of the Post:

The purpose of this role is to assist the Leadership Team in the leadership and management of effective strategies to support teaching and learning throughout the Academy and to achieve the outcomes required by Government regulations and the Academy Development Plan adopted by the Local Governing Body.

As an Assistant Principal you will nurture and support the ethos of positive communication, collaboration and engagement to ensure the delivery of high quality teaching and learning. This will be demonstrated by the way you carry out your duties as a Teacher and be an outstanding practitioner.

Key Accountabilities:

- To ensure our young people's EHCP and curriculum outcomes are achieved, and progress is made for all pupils.
- To support all staff, provide clear direction and hold staff to account for any underperformance.
- To be responsible for the operational running of all aspects of the day to day organisation of a phase
- To plan, implement and monitor personalised provisions related to pupil EHCP needs

Role Specific Responsibilities will include:

- To lead on a key area of the Academy Development Plan
- Support on the implementation of an agreed progressive curriculum for pupils within a Phase including monitoring lesson delivery, pupil assessment, recording progress and intervention.
- Establish firm links with Specialist Support Services and other professional colleagues in-line with the Academy Vision in order for our pupils to receive their full entitlement of support, development, and stability into adulthood.



- Ensure that appropriate communication strategies are in place across the phase through close liaison with all professionals and parents.
- Co-ordinate a social calendar to encourage parental liaison through a variety of inclusive and purposeful activities that may include coffee mornings, special assemblies and workshops, designed to enhance understanding and learning of our parents/carers and pupils.
- Undertake a teaching timetable commitment across your Department/Academy as appropriate.

Professional Duties will include:

- To work with the Leadership Team to undertake the day to day running of the Academy following the direction of the Principal.
- To develop and implement policies for the department which reflect the Academy's commitment to high achievement and effective teaching and learning.
- To attend Leadership meetings and make contributions to whole school strategic direction and development.
- To nurture and support Department teams through a coaching/mentoring approach in order to empower staff, develop new staff, and shape future leaders.
- To maintain a climate which enables staff to maintain positive attitudes to the specific needs of our pupils through agreed strategies, developments and processes.
- To ensure pupils make progress equal to or better than expected on the basis of prior attainment data, in line with their EHCP.
- To ensure that pupil progress is monitored, collated and analysed so that appropriate measures are taken to address under achievement of groups and individuals.
- To ensure that work with pupils underpins and promotes the schools ethos, values and reflects all aspects of SMSC.
- To ensure that within classes each pupil has their needs met through an appropriately personalised curriculum, timetable and strategy that enables engagement and progression.
- To ensure effective learning takes place through consistent high-quality teaching and innovative practice.
- To liaise with parents, carers and any external agencies involved with the pupils.
- To ensure that Annual Review procedures are fully met.
- To assist in the formulation of the Academy's overall aims and objectives and their implementation towards the Academy Vision.
- To meet regularly with the Senior Management Team to discuss matters of policy and strategic development.

Safeguarding:

In carrying out any of the role set out below, your role of '**Deputy**' Designated Safeguarding Lead should be guided by two important principles. First, following the Children Act 1989, the principle that

the welfare of the child should be paramount. Second, the principle that confidentiality should be respected as far as possible (without compromising the first principle).

It is **essential** that **'Deputy'** designated safeguarding leads are familiar with the content of the following key documents:

- the Department for Education's (DfE's) statutory guidance for schools and colleges, 'Keeping Children Safe in Education' 2021
- 'Working Together to Safeguard Children' 2018
- Ofsted Inspecting safeguarding in early years, education and skills settings 2019
- The Prevent duty July 2015
- Shropshire Safeguarding Community Partnership (SSCP) Threshold Guidance Document
- Early Years Foundation Stage Statutory Framework 2017 (EYFS)

As **Deputy** Designated Safeguarding Lead you:

- Should be an experienced member of staff, from the school or college.
- Must take responsibility for safeguarding and child protection.
- Should be fully conversant with the SSCB child protection (CP) procedures and act on child abuse within school.
- Provide support and guidance to all members of staff
- Should liaise with designated staff for Looked After Children (LAC).
- Are responsible for referring individual cases of suspected abuse to relevant Local Authority (LA) Children Services area (following SSCP guidelines) and to liaise with them and other agencies on individual cases and on general issues relating to CP.
- Should undertake "Prevent" awareness training and support with this within the school/college.
- Will have responsibility to act as a school-based resource on CP issues for staff.

Working with others – as **Deputy** Designated Safeguarding Lead, you will:

- Liaise with the senior Designated Safeguarding Lead, head teacher or principal to inform him or her of issues especially on-going enquiries under section 47 of the Children Act 1989 and police investigations.
- As required, liaise with the "case manager" and the Designated Officer in the Local Authority (LADO) for child protection concerns.
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

This list is not exhaustive, please refer to Annex B in KCSiE for more detailed guidance.

Conditions of Service:

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.



PERSON SPECIFICATION

Assistant Principal

	Essential	Desirable	Assessment Method
Your qualifications	<ul style="list-style-type: none"> • Qualified teacher status. • Right to work in the UK. • Qualified to degree level. • Evidence of recent, relevant professional development. 	<ul style="list-style-type: none"> • NPQSL or equivalent • SEND qualification at graduate/postgraduate level e.g. SENDCo award 	<p>Application</p> <p>Interview</p>
Your experience	<p>We will look for evidence of your experience regarding:</p> <ul style="list-style-type: none"> • Successful middle/senior leadership and management experience. • Significant experience and knowledge of working with pupils with special education needs. • Managing change successfully • Development and implementation of an area of school improvement. • Line management and staff development. • Building effective relationships with governors and parents/carers. • Experience of successful multi-agency working with educational, health and social care teams. 	<ul style="list-style-type: none"> • Have worked in more than one school • Experience of working in an all aged school, or across primary and secondary sectors 	<p>Application</p> <p>Interview</p>
Your skills & knowledge	<p>We will look for evidence of your skills and knowledge regarding your:</p> <ul style="list-style-type: none"> • Ability to motivate and inspire others accompanied with strong interpersonal skills and emotional resilience. • Understanding of what high-quality teaching and learning looks like, and the ability to support improvements in teaching and learning. • The ability to communicate effectively both verbally and in writing with a wide range of audiences. 	<ul style="list-style-type: none"> • Understanding and knowledge of school/budget financial management. 	<p>Application</p> <p>Interview</p> <p>Tasks</p> <p>Presentation</p>



PERSON SPECIFICATION

Assistant Principal

	<ul style="list-style-type: none"> • Ability to build effective working relationships. • Knowledge of Safeguarding legislation / practice and the SEND Code of Practice. • Understanding of how to promote a love of learning across all abilities. • Ability to self-manage your own workload and able to support staff so they can achieve an appropriate work-life balance. • Well established information technology skills. 		
Your Personal qualities	<ul style="list-style-type: none"> • Enjoy teaching and leading, engaging with pupils and having an active interest and involved with their learning. • A commitment to getting the best outcomes for all pupils. • Have strong interpersonal skills and emotional resilience, able to work under pressure, and prioritise tasks effectively. • Have integrity and a professional manner. • Hard working, caring, fair minded and with a sense of humour. • Have a flexible and solution orientated approach to problem solving. 		<p>Interview</p> <p>Tasks</p> <p>Presentation</p>
Shaping the Future:	<p>We will look for evidence of your ability to:</p> <ul style="list-style-type: none"> • Contribute towards the shaping of the future SEND provision within the local authority in response to the changing needs of children and young people. • Demonstrate a collaborative and inclusive way of working • Build on the existing strong ethos of the school, celebrating the school's strengths. 	<ul style="list-style-type: none"> • Work with the Senior leadership Team to develop the school vision in collaboration with the LGB and articulate it to stakeholders so that it is understood and acted upon. • Experience of building effective relationships and projects with the wider community 	<p>Application</p> <p>Interview</p> <p>Tasks</p> <p>Presentation</p>



PERSON SPECIFICATION

Assistant Principal

Leading Teaching & Learning	<p>We will look for evidence of your ability to:</p> <ul style="list-style-type: none"> • Monitor, evaluate and develop the quality of teaching and learning throughout the school. • Understand and meet the needs of children and young people with complex special educational needs. • Maintain high levels of attendance and behaviour and ensure an ethos of challenge and support where pupils can achieve success. 	<ul style="list-style-type: none"> • Work collaboratively to develop a rich, innovative curriculum, which will motivate and inspire all learners. • Ensure individual staff accountabilities are clearly defined, understood and agreed. 	<p>Application Interview Tasks Presentation</p>
Developing self and working with others	<p>We will look for evidence of your ability to:</p> <ul style="list-style-type: none"> • Lead, motivate and inspire. • Give effective feedback to staff and be sensitive to their needs. • Work in partnership with governors and other stakeholders, together with other special schools, the local authority and health services. • Manage the performance of all staff, encouraging, challenging, supporting and taking action when performance requires improvement. 	<ul style="list-style-type: none"> • Manage change effectively • Identify professional development needs of all staff and provide appropriate learning opportunities in line with school priorities. 	<p>Application Interview Tasks Presentation</p>
Strengthening the school community	<p>We will look for evidence of your ability to:</p> <ul style="list-style-type: none"> • Maintain and develop the good relationships with parents and carers, Governing Body, Local Authority, and wider community. • Engage with the internal and external school community to secure quality and entitlement of provision. • Build and continue to develop relationships across multiple agencies for the well-being of all pupils. 	<ul style="list-style-type: none"> • Work in partnership with other schools, sharing effective practice and promoting collaborative working. 	<p>Application Interview Tasks Presentation</p>