##### **JOB DESCRIPTION**

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| **JOB TITLE** | Assistant Principal – Inclusion and SEN |
| **EMPLOYER** | University of Brighton Academies Trust |
| **LOCATION (Academy)** | Lindfield Primary Academy |
| **SALARY** | Teachers’ Leadership Scale Points 4-8 |
| **RESPONSIBLE TO** | Principal |

##### **Main purpose of the job**

##### Carry out the duties of this post in line with the remit outlined in the current School Teachers’ Pay and Conditions Document including the conditions of employment for assistant headteachers and the school’s own policy

##### Under the overall direction of the Principal to play a major role in formulating the aims, objectives of the Academy and establishing the policies through which they are to be achieved

* To work closely with the Principal, senior management and colleagues in the strategic development of the Academy’s Special Educational Needs (SEN) policy and oversee the day-to-day operation of that policy with the aim of raising SEN pupil achievement

##### Act as Lead Designated Child Protection Officer for the Academy, ensuring that rigorous Child Protection and Safeguarding policies and procedures are in place, communicated to staff and updated regularly

##### Perform all duties as Inclusion Manager in the Academy, to include but not limited to, overseeing interventions for SEND and management of the intervention programme, and assimilation, monitoring and review of all SEN related data involved in the intervention process.

##### As a member of the SLT, be responsible for making key leadership decisions regarding the Academy and attend and contribute to all SLT meetings and agendas

##### Work to consistently look to improve delivery and practice to keep our Academy above the majority and on its journey to outstanding

##### Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement

##### Take responsibility for promoting and safeguarding the welfare of children and young people within the Academy

##### Proactively manage staff and resources

##### Take on the responsibilities of the Principal as agreed and appropriate in the absence of the Principal and Vice Principal

##### Carry out the professional duties of a teacher as required

##### **Duties and responsibilities:**

## Shaping the future

* Support the Principal and Local Board in establishing an ambitious vision and ethos for the future of the Academy
* Play a major role in Academy improvement and self-evaluation planning process, through agreed priorities
* Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
* Lead by example to motivate and work with others
* In partnership with the Principal, lead by example when implementing and managing change initiatives
* Promote a culture of inclusion within the Academy community where all views are valued and taken into account

**Strategic Direction and Development of SEN Provision in the Academy (with the support of, and under the direction of the Principal and leadership team)**

* exercise a key role in assisting the principal and Local Board with the strategic development of SEN policy / provision;
* support all staff in understanding the needs of SEN pupil and ensure the objectives to develop SEN are reflected in the Academy Improvement Plan;
* monitor progress of objectives and targets for pupils with SEN from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements;
* analyse and interpret relevant school, local and national data and advise the Principal on the level of resources required to maximise achievement;
* to attend regular pupil progress meetings;
* liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

**Leading teaching and learning**

* Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
* Work with the Principal to raise standards through staff performance management
* Assist with the development and delivery of training and support for staff in the areas of teaching and learning along with IRIS connect
* Lead the development and delivery of training and support for staff
* Assist the senior leadership team in managing the Academy through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
* Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the Academy, including lesson observations, to ensure a consistently high quality
* To support assessment within the Academy working with the in house tracking system
* Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the Academy
* Ensure robust evaluation of Academy performance, progress data and actions to secure improvements comparable to appropriate national standards
* To ensure that standards continue to rise across the Academy
* Ensure through leading by example the active involvement of pupils and staff in their own learning
* support the identification of and disseminate the most effective teaching approaches for pupils with SEN;
* work with Principal and staff to develop effective ways of bridging barriers to learning through:

- assessment of needs

- monitoring of teaching quality and pupil achievement

- target setting, including IEPs

- developing a recording system for progress

* collect and interpret specialist assessment data to inform practice;
* undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies;
* work with Principal, teachers, key stage co-ordinators and pastoral staff to ensure all pupils learning is of equal importance and that there are realistic expectations of pupils;
* consider the range of teaching strategies / equipment that could be utilised for pupils at School Action Plus.

# Developing self and others

* Support the development of collaborative approaches to learning within the Academy and beyond
* Act as an induction coordinator for NQTs, have responsibility for students on teaching practice and those undertaking work experience, as appropriate
* Participate in the selection and appointment of teaching and support staff as appropriate
* Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
* Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
* Work with the senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the Academy improvement plan and performance management including coaching and mentoring as appropriate
* Assist in the annual appraisal process for all identified support and teaching staff

# Managing the organisation

* Contribute to regular reviews of Academy’s systems to ensure statutory requirements are being met
* Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
* As appropriate and under the leadership of the Principal, undertake activities related to professional, personnel/HR issues
* Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
* Line management responsibility for a number of teaching assistants and support staff
* Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the Academy
* Be a proactive and effective member of the senior leadership team
* Lead and organise timetables and rotas for the day-to-day effective running of the Academy
* To undertake any professional duties, reasonably delegated by the Principal
* Act as Lead Designated Child Protection Officer for the Academy, ensuring that rigorous Child Protection and Safeguarding policies and procedures are in place, communicated to staff and updated regularly.
  + Responsibility for CLA and EAL children across the Academy.
  + To provide support and advice to staff on Child Protection matters.
  + To liaise with the designated Child Protection Local Board member and to ensure that Child Protection matters are monitored by the Local Board and that the Local Board provide sufficient challenge to the Academy to ensure procedures are rigorous, reviewed and followed.
  + To liaise with the Local Authority Safeguarding Board and other Agencies when required.
* provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings;
* contribute to the appraisal process for SEN teachers, Learning Mentor and Support staff;
* provide regular information to the Principal and Local Broad on the evaluation of SEN provision and the appraisal process of SEN teachers and Support Assistants;
* advise on and contribute to the professional development of staff, including whole school INSET provision;
* provide regular information to the head teacher and governing body on the evaluation of SEN provision.

### Securing accountability

* Support the staff and Local Board in fulfilling their responsibilities with regard to the Academy’s performance
* Contribute to the reporting of the Academy’s performance to the community and partners
* Promote and protect the health and safety welfare of pupils and staff
* Take responsibility for promoting and safeguarding the welfare of children and young people within the Academy

### Strengthening community

* Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the Academy offers
* Develop and maintain contact with all specialist support services as appropriate
* Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
* Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
* Strengthen partnership and community working
* Promote positive relationships and work with colleagues in other schools and external agencies

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

**Additional Information**

* This post is subject to an Enhanced Disclosure and Barring Check (DBS)
* This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act

The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

**PERSON SPECIFICATION**

**Qualifications**

1. Qualified teacher status
2. SENCo qualification desirable – or willingness to achieve a National Award in Special Educational Needs Co-ordination within three years of appointment

### Experience – show evidence of

1. Recent experience of working successfully as a senior or middle leader in a school/Academy.
2. Evidence of a whole school/Academy responsibility and experience of turning policy into effective and successful practice.
3. Leadership of a significant area or phase or inclusion including responsibility for raising standards across the whole school.
4. Evidence of successful classroom practice.

**Professional Knowledge**

1. A clear understanding of the essential qualities necessary for effective teaching and learning.
2. Up to date knowledge of statutory regulations and guidance relating to the post.

**Professional skills**

Can demonstrate the ability to:

1. Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole Academy improvement.
2. Review whole Academy systems to ensure the robust evaluation of Academy performance and actions to secure improvements.
3. Lead and manage a team/s to successfully achieve agreed goals.
4. Be an effective team player that works collaboratively and effectively with others.
5. Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate).
6. Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).
7. Demonstrate high quality teaching strategies.
8. Support, motivate and inspire both colleagues and pupils by leading through example.
9. Contribute effectively to the work of the Principal and senior leadership team.
10. Deal successfully with situations that may include tackling difficult situations and conflict resolution.
11. Work successfully with a range of external agencies.
12. Support and manage educational visits

### Commitment

Demonstrate a commitment to:

1. Equalities
2. promoting the Academy’s vision and ethos
3. high quality, stimulating learning environment
4. relating positively to and showing respect for all members of the Academy and wider community
5. ongoing relevant professional self-development
6. safeguarding and child protection

N.B. Candidates who apply for this post will be asked to write a personal statement to show how they meet the selected criteria and how their examples demonstrate impact