

Job Description

Assistant Principal Lead for Enhanced Curriculum

RESPONSIBLE TO:

Principal

IMPORTANT INTERNAL RELATIONSHIPS:

Governors
Principal
Senior Leadership Team
School Staff
Parents
Pupils
Visitors to school
Other Orchard Hill organisations

IMPORTANT EXTERNAL RELATIONSHIPS:

Professional Service Providers
Local Authority Staff
The Public
Charities

MAIN PURPOSE OF JOB:

In addition to the conditions of employment and the professional duties of Assistant Principal in the School Teachers' Pay and Conditions Document 2010, the above post includes the following responsibilities:

Shared Responsibilities with Principal and Vice Principal

- To create, develop and maintain a high-quality educational environment for pupils with severe and profound learning disabilities, including physical difficulties,
- To ensure the continued development of the school and make a significant contribution to high quality organisation, leadership and management, working in conjunction with the Principal, Governors and Senior Management Team.
- Accept the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary.
- To ensure that all responsibilities are discharged within allocated funding and budget constraints.

Specific Responsibilities

- Attendance at weekly SLT meetings to discuss learning and teaching throughout the school.
- Ensure that the 'Enhanced Curriculum' provision consistently provides high quality learning opportunities and care for those pupils participating.

MAIN RESPONSIBILITIES/DUTIES OF JOB

1. Organisation, Leadership and Management

Shared Responsibilities with Principal and Vice Principal

- To uphold the aims and objectives of the school and ensure implementation, monitoring, development and review of policies to support these aims.
- To work closely with the Principal, Vice Principal, governors and the Senior Leadership Team on the strategic future planning for the school.
- To maintain and develop an appropriate staffing structure.
- To liaise regularly with administrative staff in monitoring pupil attendance; to implement school policy in order to reduce pupil absence.
- To ensure effective communication throughout the school.
- To ensure equality of opportunity for all members of the school community
- To monitor and evaluate the effectiveness of the Health and Safety policy and assist the Principal in ensuring that the health and safety needs of pupils and staff are met as far as is practicable and that health and safety policy guidelines are adhered to.

Specific Responsibilities

- To lead INSET as and when appropriate
- In the absence of the Principal and Vice Principal, to be the most senior member of teaching staff in school and to deputise accordingly.

2. Management of Teaching and Learning

Shared Responsibilities with Principal and Vice Principal

- To ensure effective long, medium and short-term planning of the school curriculum.
- To co-ordinate curriculum development throughout the school.
- To maintain a stimulating, relevant and effective learning environment in which the individual needs of pupils are met.
- To promote effective collaboration between staff within and between departments, to ensure coherent planning, consistency of educational opportunities for pupils and high standards of teaching and learning.

Specific Responsibilities

- To lead on the operational running of the 'Enhanced Curriculum' at Bedelsford. This includes liaising with families, with the Principal and with the Vice Principal to deliver regular visits to those pupils who have low attendance to provide meaningful learning opportunities for those pupils at home, as well as coordinating home-based learning delivered by support staff.
- The operational aspects of this role include, but are not limited to, planning and assessing progress made, agreeing ILIs with families, and writing EHCP annual review report forms to report on progress being made.

- To lead on the operational running of weekly after-school clubs, ensuring that there is a high-quality after-school provision that is safe, stimulating, and complements the usual school day.
- To lead on the operational running of a 'Summer School' which will typically take place each year during the first week of the summer holiday.
- To regularly participate in any residential overnight visits undertaken throughout the school year.

3. Management of People

Shared Responsibilities with Principal and Vice Principal

- To develop and maintain good working relationships with and between all staff, including support services.
- To arrange meetings as appropriate between staff, parents and outside agencies to ensure that the needs of pupils and their families are met.
- To promote links between the school and pupils' families, external agencies and the wider community.
- To maintain a positive team ethos through effective communication and shared discussion and training.

Specific Responsibilities

- To line manage and deliver performance management of support staff allocated to the Enhanced Curriculum provision.

4. Safeguarding

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by OHCAT and the school's safeguarding policies.

The job description is subject to review and change in consultation with the post holder.

**Assistant Principal Lead for Enhanced Curriculum
Bedelsford School**

Person Specification

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> ▪ Qualified Teacher Status 	<p>An additional qualification in the education of pupils with severe learning disabilities or SEN.</p>
Teaching Experience	
<ul style="list-style-type: none"> ▪ Substantial and recent experience of teaching pupils with severe & profound and multiple learning disabilities, including physical difficulties. ▪ Experience of working effectively with young people who present with challenging behaviour ▪ Experience of successfully leading a core Curriculum area 	<p>Teaching experience in more than one key stage</p>
Professional Skills.	
<ul style="list-style-type: none"> ▪ Proven ability to demonstrate outstanding classroom practice over a sustained period. ▪ Proven ability to use assessment effectively to inform pupil progress and to analyse data to help the target setting process over a sustained period ▪ Evidence of successful multi-agency working and integrated learning. 	
Management & Leadership	
<ul style="list-style-type: none"> ▪ Proven ability to perform high level administrative duties commensurate with AP post. ▪ Proven ability in building and leading a staff team. ▪ Proven ability in delegating responsibility and supporting team members with effective follow-up to ensure tasks are completed well. ▪ Proven ability to work effectively and supportively as a team member. ▪ Evidence of successful experience in developing and leading initiatives and managing change. ▪ Evidence of effective contribution to the School Development Planning process. ▪ Evidence of knowing how to evaluate a school's strengths and weaknesses. 	<p>Evidence of innovative and creative work with parents and carers.</p>

Knowledge		
<ul style="list-style-type: none"> ▪ Knowledge and experience of current good practice in special education provision. ▪ Knowledge of recent developments in the curricula of schools for children with SLD and PMLD. ▪ Knowledge of Keeping Children Safe in Education agendas. ▪ Knowledge of how the National Curriculum Programmes of Study can guide curriculum planning. ▪ Knowledge of how to promote independence and advocacy skills in children and young people with SLD and PMLD. ▪ Commitment to one's own continuing professional development 	<p>An interest in educational research.</p> <p>Particular strengths and/or interests in certain curricula areas</p>	
Personal Skills		
<p>Proven ability to:</p> <ul style="list-style-type: none"> ▪ Generate enthusiasm for new ideas in both pupils and staff and inspire others with confidence. ▪ Communicate effectively to groups and individuals, orally and in writing. ▪ Resolve conflict through empathy and negotiation, demonstrating a flexible approach to a variety of issues and a willingness to listen to others. ▪ Analyse situations, to prioritise and to help to implement realistic solutions and remain calm when working under pressure. ▪ Provide advice and guidance to parents in a positive and clear manner. 		
Philosophy		
<ul style="list-style-type: none"> ▪ Commitment to the provision of high quality education for all pupils. ▪ Commitment to integrated service delivery. ▪ Evidence of understanding and commitment to Equality of Opportunity and having respect for pupils' individual differences. ▪ Commitment to parental partnership in education and developing links between school, home & the community. 		