



King's Academy Binfield

# King's Academy Binfield



## ASSISTANT PRINCIPAL

King's Academy Binfield  
St. Georges Park, Binfield, Bracknell, Berkshire, RG42 4FS  
Principal Designate – Mrs Sarah Howells  
Email: [sarah.howells@kingsacademies.uk](mailto:sarah.howells@kingsacademies.uk)



King's Academy Binfield

## Dare to be Remarkable

January 2018

Dear Applicant

Thank you for taking the time to find out more about the role of Assistant Principal (Inclusion and SEND) at King's Academy Binfield (KAB).

As stated in the advert, this is quite possibly the greatest opportunity of your career so far; the chance to work in genuine partnership to design and shape innovative and creative policy and practice in a brand new all-through academy as a founding senior leader.

We will be opening in September with just 120 Year 7 students and will then rapidly grow year on year to our capacity of over 1800. This in itself provides outstanding opportunity to ensure from the outset that all we do and how we do it is based on the most outstanding practice which enables all our students to flourish. Our staff team will be small initially too, growing rapidly year on year as per the students. This means all staff will be expected to commit to all aspects of academy life to ensure the students get the exceptional education and experiences they deserve.

The primary phase at KAB and a resource provision will both open in September 2019. At the same time, we also anticipate the opening of Amen Corner North, a one form entry primary school a mile away, which will be run as an intrinsic part of KAB.

Professional learning opportunities will abound as the successful candidate will not only lead all aspects of inclusion throughout the two academies, assuming the role of SENCO in the initial years, but as a key senior leader they will be involved in all aspects of strategic and day-to-day leadership.

The successful applicant will work with staff, parents, other agencies and partners, and of course students, to ensure the very best learning experience for all. Great progress of each and every student is essential, and our more vulnerable students will need additional support to make the most of their potential and to develop their confidence and self-esteem. The post holder will champion the needs of our most vulnerable students and ensure that a strategy for inclusion is embedded in all that we do, both in the classroom and beyond, so that students not only love their schooling but thrive and flourish as learners and great citizens. You will model our moral imperative of 'whatever it takes' whilst ensuring the ethos throughout the academy is one of a genuine thirst for learning and relentless pursuance of excellence and always considering the well-being of the students and the staff.

You will be responsible for developing a strategy for pupil premium students across both academies and for monitoring its implementation across key stages and departments, in collaboration with other leaders

We are looking for someone who is flexible, inclusive and a great team player with a proven track record of success as an impactful middle leader. Appropriate training will be given to an outstanding candidate lacking specific experience in leading/coordinating

SEND, but who shows the potential to rapidly develop into a highly effective Assistant Principal; Inclusion.

The successful post holder will in time deploy a team of SEND staff and Learning Support Assistants and will oversee the Resource Provision.

We know we will be popular as we are already more than three times over-subscribed for our first cohort entry. It is incumbent on us therefore to honour the trust the community have placed in us by ensuring KAB provides an excellent, all round education from day one.

I hope that this information is useful but am aware as a brand new academy you may have further questions. If this is the case, or if you would like an informal discussion about the role please do not hesitate to contact me via email; [sarah.howells@kingsacademies.uk](mailto:sarah.howells@kingsacademies.uk) and I will get back to you.

If you feel that you are the right person to join the King's family at this very exciting time I will be delighted to read your application.

### **Application Process**

For full details and an application form, please download directly from our own website: [www.kgabinfoield.uk](http://www.kgabinfoield.uk), from the TES website or by contacting Amanda French, PA to the Principal by email: [amanda.french@kingsacademies.uk](mailto:amanda.french@kingsacademies.uk). For any further information or an informal chat please do contact Sarah Howells, the Principal Designate by emailing her [sarah.howells@kingsacademies.uk](mailto:sarah.howells@kingsacademies.uk)

**Completed application forms should be submitted to Amanda French at the email address given above or by post to: King's Academy Ringmer, Lewes Road, Ringmer, East Sussex, BN8 5RB by Tuesday 20th February 2018 at 9am. Interviews will be held week commencing 26th February 2018**

Yours faithfully



Sarah Howells  
Principal Designate  
King's Academy Binfield

St. Georges Park, Binfield, Bracknell,  
Berkshire, RG42 4PS  
[sarah.howells@kingsacademies.uk](mailto:sarah.howells@kingsacademies.uk)  
[www.kgabinfoield.uk](http://www.kgabinfoield.uk)  
Principal Designate: Mrs Sarah Howells

### **Opportunity and Success on a Global Stage**



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## **King's Academy Binfield Job Description**

### **Assistant Principal – Inclusion and SEND KGA L31- 39 (£58,167 to 63,955 plus KGA Bonus Scheme)**

This job description is non-contractual and provided for guidance only. As such it is liable to change in accordance with the changing needs of King's Academy Binfield, the development of the role and the development of the post holder. This Job Description may be amended at any time following discussions between the Principal and member of staff, and will be reviewed annually. It is anticipated that the strategic and day-to-day nature of the role will evolve as the academy grows and develops.

#### **Job Purpose**

As a member of the Senior Leadership Team, to manage inclusion across King's Academy Binfield and Amen Corner North Primary School; co-ordinate provision for the special educational needs and disadvantaged, along with gifted and talented students, in line with the Academy Strategic Development Plan and the mission and values of the academy.

As a founding member of the Senior Leadership Team, to work in partnership with the Principal to plan, implement, develop, monitor and review all policy and practice within the academy.

#### **Areas of responsibility and key tasks in addition to the requirements of a class teacher:**

- To act as Designated Safeguarding Lead for the academy, taking responsibility for all aspects of child protection and safeguarding.

#### **Strategic Direction and Development of the Academy (in co-operation with, and under the direction of, the Principal) to:**

- Support the vision, ethos and policies of the academy and promote high levels of achievement through inclusion.
- Support the creation and implementation of the academy improvement plan within the national, KGA and local context, and to take sole responsibility for appropriately delegated aspects of it.
- Support and contribute to the aims and practice of the wider KGA MAT
- Responsible (as part of the Senior Leadership Team) for promoting and developing a caring, healthy and productive academy.
- Support the evaluation of the effectiveness of the academy's policies for SEND, disadvantaged and most-able and their implementation.
- Ensure that parents of SEND and disadvantaged students are well informed about the academy curriculum, its targets, children's attainment and their part in the process of improvement.
- Play an active and pro-active role as a member of the Senior Leadership Team of the academy.

**Teaching and Learning to:**

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display and high standards of achievement, behaviour and discipline.
- Take responsibility (as part of the Senior Leadership Team) for the monitoring and evaluation of line management curriculum areas.
- Support the SLT in the monitoring of the quality of teaching, learning and student achievement including the analysis of performance data.
- Support the SLT in developing links with parents, other schools, education institutions and the wider community, including business and industry, in order to enhance the children's personal development.
- Monitor and develop systems to promote excellent behaviour for learning, sanctions and rewards.
- Use data to monitor the progress of groups of students and develop strategies to narrow gaps in attainment as appropriate.
- Develop and coordinate flexible curriculum pathways to most effectively address the needs of all students in order to ensure maximum life chances.
- Oversee Careers Guidance for pupil premium and SEND students and ensure that all students access an appropriate pathway into higher education or employment.
- Develop strategies and practices to achieve maximum levels of attendance and ensure their effective implementation.
- Develop and oversee effective collaboration working practices with all external agencies and alternate providers to meet students' needs as appropriate.
- Oversee, monitor and evaluate, and thereby ensure, effective programmes for intervention.
- Collaborate with all staff to ensure effective Home/Academy Partnership.

**Leading and Managing Staff to:**

- Support the Principal in developing positive working relationships with and between all staff and provide and sustain motivation.
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes.
- Support the Principal in the implementation of the academy's performance management policy.
- Support the Principal in the implementation of the academy's monitoring and evaluation policy.
- Support all staff in developing a positive ethos and a climate of achievement.
- Ensure that transition is as effective and positive as possible for all groups of students.

**Management of Personnel and Resources:**

- Assist in managing efficiently and effectively the staffing, physical and financial resources, ensuring Health and Safety.
- Assist in staffing deployment and appointment opportunities.
- Lead and manage colleagues in their line management and work with senior colleagues to manage all staff effectively, including assisting in implementing a system of performance management in order to ensure the provision of high quality education.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the Academy.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

King's Academy Binfield is committed to equality of opportunity. We positively welcome applications from all sections of the community.

KING'S ACADEMY BINFIELD IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT. SUCCESSFUL APPLICANTS WILL NEED TO UNDERTAKE A DBS ENHANCED CLEARANCE FOR THIS ACADEMY.

**JANUARY 2018**



King's Academy Binfield

## King's Academy Binfield Person Specification Assistant Principal - Director of Inclusion and SEND

	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Evidence of appropriate professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• A good honours graduate.</li> <li>• National SENCO Accreditation</li> </ul>
<b>Experience, Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Extensive knowledge and understanding of how to use and adapt a range of teaching, learning, assessment and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential</li> <li>• Demonstrate excellent and innovative pedagogical practice within their own teaching</li> <li>• A good understanding of strategic planning processes to meet the needs of disadvantaged students in the medium and long-term.</li> <li>• An understanding of the range and variety of educational requirements for special needs students.</li> <li>• An understanding of effective strategies to lead change and innovation.</li> <li>• An ability to analyse and interpret data, drawing robust conclusions from it.</li> <li>• Ability to apply one's knowledge to develop strategies for effective communications with school and external agencies.</li> <li>• At least three years of successful Middle Leadership experience as Head of Department, Head of Year or SENCO.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge or experience of partnership working with other agencies and providers</li> <li>• Senior Leadership experience.</li> <li>• Experience of working across the primary and secondary age range</li> </ul>

	<ul style="list-style-type: none"> <li>• The ability to lead and work as a member of a senior team in a purposeful manner.</li> </ul>	
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to use and interpret data to raise achievement.</li> <li>• The ability to demonstrate a consistent commitment to high standards.</li> <li>• Ability to build a high performing and cohesive team.</li> <li>• Ability to work with external agencies to meet the needs of SEN, disadvantaged and most able students.</li> </ul>	<ul style="list-style-type: none"> <li>• Persistence</li> <li>• Leadership/management of change</li> <li>• Prioritisation</li> <li>• Strategic Vision.</li> </ul>
<b>Strategic Development</b>	<ul style="list-style-type: none"> <li>• Experience of development planning.</li> <li>• Experience of leading meetings effectively.</li> <li>• Experience of raising academic standards in all Key Stages.</li> <li>• Ability to develop and implement policies and practices which reflect the academy's commitment to high achievement, effective teaching and effective learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement in the formulation of departmental and whole school aims, policies and practices.</li> <li>• Involvement in self-evaluation.</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• An excellent classroom practitioner with a willingness to learn new teaching methods and good track record of success in student examination results.</li> <li>• Experience of lesson observation and quality assurance.</li> </ul>	
<b>Motivation and Personality</b>	<ul style="list-style-type: none"> <li>• Rigorously professional in everything.</li> <li>• A determination to deliver and be part of only the very best of learning activities.</li> <li>• Enthusiasm, determination and an insistence on high standards</li> <li>• Buy in to and leadership of the philosophy of 'whatever it takes'</li> <li>• A steely core capable of dealing with all obstacles</li> <li>• A sense of humour</li> </ul>	

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|  | <ul style="list-style-type: none"><li>• Excellent attendance and punctuality</li><li>• A willingness to learn new skills and approaches and to share the experience with others</li><li>• Belief in the value of individuals and ability to challenge when this is not displayed</li><li>• Display optimism and ambition for all learners and a commitment to their development</li><li>• Be able to work under pressure, prioritise and manage time effectively</li><li>• Be very generous and flexible with your own time</li><li>• Excellent communication and interpersonal skills</li><li>• Ability to motivate staff and set example of high personal standards</li></ul> |  |
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## **Safeguarding Statement**

King's Academy Binfield is committed to safeguarding and promoting the welfare of children and young students and expects all staff to share this commitment. The successful applicant will need to undertake an Enhanced DBS check.