***THE HURLINGHAM ACADEMY JOB DESCRIPTION***

**POST: Assistant Principal Inclusion**

**JOB PURPOSE: This is a leadership post within the Academy’s structure which carries with it membership of the Senior Leadership Team (SLT) and responsibility for the leadership of the Academy. As a member of SLT the post holder would be expected to support the development and implementation of our vision which reflects the Academy’s ethos and values, and which ensures high standards. This post holder is also to SENCO**

**ACCOUNTABLE TO: Principal**

**RESPONSIBLE FOR: Professional duties which are common to all staff plus strategic leadership of the Academy as part of the SLT with specific responsibility for the quality of teaching and learning across the Academy.**

**This includes:**

* **Put provision in place to ensure that progress of pupils with SEND improves relative to those without SEND**
* **Ensure that the school carries out its statutory responsibilities regarding all students with an Education Health Care Plan (EHC).**
* **Looked After Children**
* **Liaison with external agencies**

**LINE MANAGEMENT OF: HLTAs , LSAs, Assistant SENCO**

**PROFESSIONAL Any teaching or support staff who have specific or related responsibility**

**OVERSIGHT OF: for any of the areas listed below who are not directly line managed by the AP.**

**The work of curriculum leaders and directors of learning.**

***Professional oversight means that whilst the post holder is not directly responsible for these areas, they are responsible for ensuring that the leaders of these areas are held effectively to account through strong line management.***

**Professional Responsibilities**

As a member of the SLT, within the Academy’s overall aims and policies, the AP Inclusion will:

1. Play a full role in the SLT with particular reference to Academy development and raising attainment planning.
2. Work with the Principal and Governors to formulate the aims and objectives of the Academy, which are reflected in its vision and strategic development plan.
3. Assist in the formulation of policies and procedures for the Academy and monitor and evaluate their effectiveness, as directed by the Principal and Vice Principal.
4. Be responsible for the management of staff and resources as delegated by Principal and/or Vice Principal with support and guidance from them.
5. Undertake other activities, which reasonably match the level of responsibility for the post and are within the guidelines given in the pay and conditions document.
6. Deliver high quality teaching and learning which sets a standard for other staff.
7. The AP Inclusion will have overall responsibility for the quality of curriculum development, aiming to be prepared for future changes ahead. This includes the development of all policies and practices related to this area, including the following areas of direct responsibility across the Academy:

* Put provision in place to ensure that progress of pupils with SEND improves relative to those without SEND and oversee day to day provision
* Advise the leadership team on the strategic development of the SEND policy and provision in the Academy and contribute to the development the policy wherever appropriate
* Ensure that the school carries out its statutory responsibilities regarding all students with an EHC
* Support all staff in understanding the needs of SEND pupils
* Support departmental developments of SEND provision.
* Monitor progress towards targets for pupils with SEND
* Analyse and interpret relevant school, local and national data
* Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
* Applying the inclusion systems and policies including SEND, and behaviour support
* Appropriate and timely intervention for students who are underachieving
* Effective and strong Child Protection strategies and the implementation of legal policies
* Coordination of multi-agency procedures and meetings
* Responsible for producing an annual Development Plan in an agreed format, reviewed in line with the SchoolImprovement Plan
* Provide reports for the SLT and the Governing Body as statutorily required
* Oversee records on all pupils with additional needs
* Support pupils with Medical needs in the Academy
* To actively monitor and respond to inclusion initiatives at national, regional and local levels
* To support existing networks, liaising with other schools in the group and to collaborate with other academies as appropriate

**Teaching and Learning**

* Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEND
* Support the Academy Teaching and Learning team and support Quality First Teaching for all pupils with SEND.
* Work with staff to develop effective ways of bridging barriers to learning through: - assessment of needs - monitoring of teaching quality and pupil achievement - target setting - Pen Profiles, IEPs, or Provision Maps, PSP, MARF - keeping accurate records
* Collect and interpret specialist assessment data to inform practice
* Undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies
* Work with the Principal. Vice Principal, teachers, curriculum leaders and pastoral staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.
* Teach SEND students, and those with appropriate needs in nurture environment.

**Leading and managing**

* Provide professional guidance to staff to secure good teaching for SEND pupils, through both written guidance and meetings
* Lead on the performance management process for SEND 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 SEND provision
* Effective deployment of staff and resources
* Advise the head teacher and governing body of priorities for deployment of staff, and utilise resources with maximum efficiency
* Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies
* Work with external agencies to maximise resources made available
* Identify training and development needs of SEND staff and support development within the financial parameters imposed by the budget
* Participate in the recruitment of SEND personnel and ensure effective induction of new SEND staff in line with school procedures
* Manage the SEND delegated budget efficiently and effectively, ensuring value for money
* Ensure Health and Safety practices, including risk assessments, are in line with school /group policy

The AP Inclusion will be responsible for setting the strategic direction of the areas above and for ensuring that they operate effectively and to the highest standards at all levels. Whilst operational tasks and aspects of strategic leadership within these areas may be delegated, the responsibility for them may not, and remains with the AP Inclusion.

**Shaping the Future**

1. Lead the Academy strategically as a member of the SLT, contributing to strategic planning and leading change.
2. Build a commitment to and implement the vision of The Hurlingham Academy, supporting and upholding our values.
3. Model policy and practice, in line with our vision and values.

**Developing Self and Others**

1. Develop strategies to promote individual and team development.
2. Undertake Continuing Professional Development (CPD) for self development and provide opportunities for CPD for others.
3. Performance development review, including the monitoring of teaching and learning within the Curriculum Areas.
4. Identify and support the Continuing Professional Development (CPD) needs of others.
5. Directly line manage staff teaching within the key stage / subject (where relevant and appropriate).
6. Have professional oversight of support staff working in the key stage / subject (where relevant and appropriate).
7. Foster a positive team spirit.

**Performance Development and Review**

1. Performance development review, including the monitoring of teaching and learning within the Curriculum Area.
2. Directly line manage staff teaching within the Curriculum Area.
3. Have professional oversight of support staff working in the Curriculum Area.
4. Foster a positive team spirit.
5. Support areas of weakness in line with Academy policy.
6. Celebrate strengths.
7. Set challenging but realistic objectives.
8. Ensure needs of Academy are reflected in any action planning and development.

**Knowledge, Skills & Experience**

1. Keep up to date with developments relating to the Curriculum Area.
2. Develop and maximise use of ICT.
3. Show a commitment to your own professional development.
4. Ensure statutory requirements are met.

**Academy Policy**

1. Contribute to development of, and adherence to, Academy policy.
2. Represent the Curriculum Area at internal and external networking meetings.
3. Support the Academy vision and ethos.
4. Lead strategic developments within the Curriculum Area including preparing and writing a raising attainment plan which contributes to the Academy plan.

**Personnel**

1. Identify and support Continuing Professional Development (CPD) needs of others.
2. Participate in the selection of new staff.
3. Delegate responsibilities as appropriate.
4. Communicate effectively to all members of the team, following the Communications Policy.
5. Support, guide and motivate staff.
6. Meet in accordance with calendared meetings and with line managers as agreed in the Communications Policy.
7. Support in the guidance, coaching and mentoring of staff.

**Pupil Outcomes**

1. Appraising the Senior Leadership Team (SLT) of developments within the Curriculum Area.
2. Set targets for attainment based on data, where appropriate.
3. Monitor progress against these targets using interim data.
4. Report to SLT, Governors and Parents on pupil progress.
5. Ensure all students participate in positive and effective experiences.
6. Support at transition points.

**Resources and Accommodation**

1. Ensure accommodation is conducive to learning.
2. Carry out risk assessments for pupils with Medical/ SEND needs.
3. Adhere to principle of value for money and the Finance Policy.
4. Ensure effective deployment of staff and resources.
5. Report anything unsafe.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the postholder.

Every member of staff at Lambeth Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We take the safeguarding of students and staff seriously at Lambeth Academy. All staff are expected to support this ethos.

**September 2019**