

**Principal: Mr Karl Mackey**

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| **Job Title:** Assistant Principal: Inclusion |
| **Work Location**: The Albion Academy  | **Salary**: Leadership 13 - 17 (negotiable starting point depending on experience) |
| **Reports To:** Principal |

**Job Purpose**

The post holder will support the Principal in implementing the Academy improvement plan.

**Key Responsibilities**

**Leadership:**

* To ensure the vision of The Albion Academy as a learning centred organisation is clearly articulated, shared, understood and acted upon effectively by all and to work within the school community to translate the vision into agreed objectives and operational plans, which will promote learning and sustain the school’s improvement
* To ensure the ethos, values and goals of the school, as reflected in the school improvement plan, are communicated positively to colleagues, parents, the community and learners
* To promote the academic performance and holistic development of all learners across the whole school curriculum
* To implement policies aimed at raising standards of achievement particularly through raising expectations of both staff and learners
* To prioritise, plan and organise themselves and others to make professional, managerial and organisational decisions based on informed judgments
* To think creatively to anticipate and solve problems
* To develop and maintain a culture of high expectations and take appropriate action when performance is unsatisfactory
* To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
* To regularly review own practice, set personal targets and take responsibility for own personal development including managing own workload and that of others to allow an appropriate work/life balance
* To be a highly visible presence around the school and role-model expectations and standards to staff and students
* To motivate and work with others to create a shared culture and positive climate, acknowledging the responsibilities and celebrating the achievements of individuals and teams

**Line Management responsibilities:**

* Overall responsibility for leadership of Inclusion
* Line management of the Special Educational Needs Coordinator (SENCO), leading on the development of policy and practice in relation to their role.

**Whole school inclusion responsibilities:**

* Work with other senior leaders to ensure optimal provision to Disadvantaged/Pupil Premium students
* Responsibility for completing the statutory Pupil Premium Report/Statement in line with DFE guidelines.
* Responsibility for coordinating the assembly calendar and programme for all year groups.
* Overall responsibility for coordinating the PSHCE programme.
* Responsibility for the raising of student aspiration in the academy, including a formalised programme of activities or events across all year groups to enhance this.
* Overall Responsibility for student attendance
* Responsibility for whole-school safeguarding
* Assisting linked subject/faculty areas with quality assurance systems which may include observations, work scrutiny, checking of routines, or associated systems
* To have oversight of transition into Key stage 3
* To maintain positive relationships with feeder primaries
* To promote good mental health and well being
* To promote positive relationships with parents
* To develop a parental engagement strategy and community relationships
* Responsibility for the Leading Parent Partnership Award
* To oversee initiatives that promote inclusion and equality of opportunity such as anti-bullying strategies and Diversity policies
* To oversee the Inclusion Team and ensure SEND students make good progress and achieve appropriate outcomes
* To ensure that the progress and personal development of students with additional needs is excellent
* To work closely with all the other members of the senior leadership team and colleagues in the strategic development of the academy’s Special Educational Needs (SEND) policy and oversee the day-to-day operation of that policy with the aim of raising SEND pupil outcomes, including personal development
* To liaise closely with the Child Protection team in planning and implementing support where appropriate and to undertake Designated Person training and updates
* To develop and implement policies and practices within the Inclusion and Student Support Team which reflect the academy’s commitment to raising standards and achievement for all

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| **Teaching:*** Undertake an appropriate programme of teaching

**Additional Duties:*** To play a full part in the life of the school community, to support its distinctive culture and ethos and to encourage staff and learners to follow this example

Albion Academy is committed to safeguarding and promoting the welfare of children therefore all positions in the school will be subject to a satisfactory Disclosure and Barring Service check.To comply with the Immigration, Asylum and Nationality Act 2006, all prospective employees will be required to supply evidence of eligibility to work in the UK.This job description will be updated on a regular basis in consultation with the postholder. While every attempt has been made to make this job description exhaustive, there may be occasions when the specifics require review and/or the postholder may be asked to carry out additional, reasonable, requests of the Principal.  |
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