



Beckmead Park Academy

Academic Lead

Job Description and Person Specification

September 2023

Job Description

Post:	Academic Lead
Responsible to:	Head Teacher and wider Senior Leadership Team
School:	Beckmead Park Academy, Tharreo House
Type of school:	SEN Provision
Age range:	KS3 - KS4
Grade:	Teachers' Main Pay Scale/Upper Pay Scale (Outer London)
Local Authority:	London Borough of Croydon
Responsible for:	Overseeing safeguarding at elements of the school. Daily school organisation, leadership of staff team, behavioural management, supporting colleagues, contributing to development of curriculum and assessment and being a proactive member of the leadership team

Role Purpose:

The Academic Lead is responsible for:-

- Ensuring a rigorous and challenging curriculum offer
- Reviewing and contributing to policy development
- Taking a lead in quality assuring teaching and learning across the school
- Overseeing curriculum and related policy development across the school
- Data collection and analysis around aspects of school evaluation
- Taking a lead role in safeguarding
- Daily organisation of the school routines and systems
- Supporting pupil progress, academic and behaviour
- Appraisals and staff development
- Aspects of pastoral care
- Promoting and supporting the welfare of individuals and the staff team as a whole
- Managing pupils transitions
- Linking with external agencies

Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties as may be necessary from time to time.

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document as relevant to the post holder's title and salary point. The post is

otherwise subject to the conditions of service for school teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment, copies of which are available on request.

Commitment to Diversity:

As a member of the team to take individual and collective professional responsibility for championing the Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Key External Contacts:

- Parents/carers
- Medical, therapy and other multi-agency services
- Educational advisers / consultants within Croydon and other boroughs

Key Internal Contacts:

- Class teachers,
- Teaching assistants
- Behaviour support team
- School Leadership Team
- Administration Team
- Board of Governors

Key Areas for Decision Making:

- In liaison with the Head Teacher, using appropriate information of prior achievement and current developments and priorities in order to make well-informed decisions that will lead to positive developments and raising standards for all pupils.
- Monitoring of behaviour through Arbor and daily practice. Producing reports for SLT and Governors as requested.
- Contributing towards staff development plans and appraisals to ensure that the staff team is well informed, supported and monitored.
- Monitoring and processing safeguarding issues using Arbor and/or other programs, producing reports for SLT and governors as requested

Other Considerations:

Whilst there are some Statemented pupils in mainstream schools, the environment in a special school is far more intense and continuously presents a variety of challenging situations for staff at all levels.

Core Duties:

Carry out the core duties of an Academic Lead – working closely with the Head Teacher on the smooth running of the school, focusing on supporting staff team and contributing to a positive ethos, giving behaviour guidance and monitoring, leading

on individual and group progress, at Beckmead Park Academy

Additional Duties:

- To support the wider Senior Leadership Team quality assure Teaching and Learning across the school
- To be actively involved in the formation of subject policies and schemes of work to ensure they adhere to National standards and include new National strategies.
- To have a teaching commitment including lead teaching that may be up to, but will not exceed 50% unless in exceptional circumstances.
- To be responsible for corridor support on a daily basis.
- To chair meetings as necessary.
- To prepare as required data for the Governing Body.
- To coordinate the improvement of results through accreditation and teacher assessment.
- To manage and arrange special considerations for pupils with specific SEN
- Undertaking other duties as may be reasonably expected.

Confidentiality:

An expectation to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Health and Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co- operate with management, follow established systems of work, use protective equipment where necessary and report hazards to management.

To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.

- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School Service
- Supporting Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

Data Protection

- Awareness of the School's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this and GDPR May 2018.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

PERSON SPECIFICATION

Post: Academic Lead

Salary: Salary negotiable based on experience

Responsible To: Head Teacher

Site: Tharreo House

Essential Knowledge

- Knowledge of current educational developments and legislation, particularly in relation to pupils with special educational needs.
- Knowledge and understanding of the principles of assessment and effective record-keeping and their use to promote the educational and personal development of the pupil
- Knowledge and understanding of the effective use of ICT in the organisation and management of their role
- Understanding of the use of data to inform planning and decision-making around behaviour.

Essential Skills and Abilities

- Qualified Teacher Status (QTS) or actively working towards QTS
- Recognise importance on on-going professional development as shown by undertaking recent / relevant training
- Ability to communicate effectively both orally and in writing
- Be an exemplar of excellent classroom practice
- Ability to respond flexibly to changing circumstances
- Ability to work to set targets as part of the school development plan
- Demonstrate personal and professional self-reflection
- Committed to inclusive education
- Ability to lead developments / changes across a whole department or school
- Ability to analyse data from different sources to identify appropriate targets for improvement for individual pupils.
- Ability to plan successful transitions for pupils

Essential Experience

- Experience of delivering a differentiated curriculum to pupils with a wide range of needs
- Experience of working with pupils with SEMH and social, emotional and behavioural difficulties in mainstream or specialist settings
- Experience of managing staff within a school setting
- Experience of prioritising and managing own time effectively
- Experience of managing safeguarding concerns including protocols for escalation to external stakeholders

Special Conditions

- Willingness to undertake Physical Intervention and to access relevant training in this area is mandatory for all staff
- Enhanced DBS Check
- Above average exposure to pupils with traumatic, degenerative, terminal conditions, or who have difficult and demanding behavioural presentations, will require the postholder to cope with above average levels of emotional stress
- Close contact with pupils will result in some exposure to bodily fluids, may require a Hepatitis B vaccination
- Particularly in schools that have pupils with behavioural difficulties, postholder can be at risk of physical injury and needs to remain vigilant and observe risk assessment protocols