

**Brompton Academy
Assistant Principal
Head of Eliot SEN Resource Centre**

Job description

Grade:	Academy Leadership Range £42k-47k
Line Manager:	Principal BA
Accountable to:	Principal
Responsible For:	Eliot staff team members – teachers and teaching assistants and other professionals working within the centre

Purpose:

Subject to any overriding requirements and the professional duties specified in the Academy's Contract Conditions and the generic Assistant Principal role, the post holder shall be responsible for proactively leading and managing the Eliot SEN Resource Centre in conjunction with the Communication, Speech and Language Lead Professional.

The role to include:

- Establishing and implementing a new and vibrant vision and ethos for the Eliot Centre where expectations for student achievement and attainment are high.
- Ensuring adherence/ compliance to statutory SEN, Health and Curriculum regulations
- Developing a curriculum to motivate and challenge expectations, and ensuring pedagogical practice of staff is inclusive of the need to support the SEN health and care requirements.
- Ensuring all students targets within the EHCP impact on student's holistic achievements
- Effectively and positively communicating with all stakeholders particularly students and their parents/carers.
- Leading staff – to include training and development, professional support and guidance, performance management, motivation and challenge.
- Building positive relationships with the Local Authority and Health and Social care providers.
- Ensuring conformance to the Service Level Agreements with Commissioning Bodies
- Actively Marketing the provision
- Provide a parent/carer one stop information resource site on the Academy website and set up and manage a parent/carer support group.
- Ensure all administrative paperwork is kept up to date and all deadlines met with regard to Annual Reviews etc.

Key Responsibilities:

Academic Aspects:

- To be responsible for the leadership and management of The Eliot SEN Resource centre (in line with whole Academy, LA and National policy) to target set, motivate, monitor and measure student learning outcomes with specific emphasis on student progress in academic and health related matters
- To ensure that all students can access the Eliot SEN Resource Centre Curriculum and fulfil their potential through differentiated Schemes of Work and Assessment.
- To advise Eliot staff members on new learning and SEN approaches that impact on their teaching practice.

- To jointly appraise with the Communication, Speech and Language Lead Professional, potential students' suitability for entry to the Communication Centre
- To introduce new courses for students where appropriate and initiate change where necessary in line with new legislation.
- Attend evaluative meetings and provide evaluative reports.
- To ensure all annual reviews are conducted professionally by all staff involved, and all deadlines and procedures adhered to.
- Take on specified research
- To support, challenge and motivate departmental members for improvement.
- To jointly deliver speech, language and communication interventions with the Communication, Speech and Language Lead Professional.
- To be responsible for managing a database to show statistical representations of student achievement within the Eliot Centre. To analyse the data against national and local benchmarks within the context of Speech and Language and other SEN test results, and to report on patterns and trends within the Centre in order to apply this information to enhance development work.
- To liaise with the Assistant Principal of SEN and Inclusions and the Communication, Speech and Language Lead Professional in the identification, target setting and monitoring of Eliot SEN Students, their IEPs and IBPs.
- To be responsible for ensuring all record keeping within the Eliot Centre is kept up to date, passed on and communicated to relevant parties.
- To liaise with mainstream subject departments and ensure the Eliot Centre subject specific teachers have differentiated the learning materials and Schemes of work appropriately
- To manage and monitor the Eliot Centre budget, ensuring value for money, and seek efficiency targets linked to effectiveness.
- To performance management staff within the terms of the UKAT Performance Management policy.
- To participate in Quality Assurance Assessment work as directed by the UKAT Principal for Academy improvement.
- To liaise with other UKAT leadership team members re: Options programme, Primary Liaison, Community programmes, Examination entries and other whole academy priorities.
- To ensure that requirements of Examination boards and Assessment bodies are known and observed by all members of the department particularly with reference to Access arrangements.
- To organise students into appropriate teaching groups based upon ability and needs.
- To ensure that all registers and stock books are kept up to date and signed at designated times.
- To support the personal and professional development of the Eliot team members, and to be part of the whole academy mentoring programme to aid staff development.
- To contribute to the staff appointments process.
- To provide written reports to trustees and the UKAT Principals team on the Eliot Centre as requested.
- To seek to ensure the effective use of the Eliot Centres equipment, proper maintenance of the materials and fabric of the department and the observance of relevant Health and Safety regulations.
- To organise and lead Eliot Centre meetings and discussions relating
- To liaise with mainstream Academy staff to support their understanding of students within the Eliot Centre including those with Speech, Language and Communication Needs and other vulnerable and complex needs and to provide training and development to all academy staff.
- To deploy staff accordingly to support Eliot students in mainstream lessons if required.

Pastoral Aspects:

- To be responsible for the overall welfare, good order and discipline of the student body in the Eliot SEN Resource Centre.
- To be responsible for promoting a positive ethos within the Eliot Centre through the introduction of an Achievement Reward and Merit system.
- To build strong supportive relationships with the Eliot Centre staff team and support them in their role in relation to attendance, punctuality, discipline, uniform, behaviour, communications with parents/carers, rewards and sanctions.
- To supply, when requested, academic and social information with regard to individual students,
- To monitor levels of inclusion for students with SLCN in order to increase where appropriate.

General Aspects:

- In conjunction with other UKAT Leadership Team members devise, co ordinate, facilitate and monitor the development of policies within the academy.
- To carry out any other duty as may reasonably be requested by the Principals or Executive Principal
- To assist with the annual Curriculum Audit, advise on future planning and Curriculum design and participate in the development of the Academy / UKAT Development Plan.
- To develop purposeful relationships with each curricular area.
- To present information to the Trustee Body, when requested.
- To participate in whole staff performance management process
- To adhere to professional and staff codes of conduct at all times.
- As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.
- To ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people.
- To carry out any other duty as may reasonably be requested by the Executive Principal / Principals.