



King's Academy Binfield

## **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.
- Oversea, 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**