

Secondary
Academy



Associate Assistant Principal for Inclusion and SEND

Application Pack

Sutton Community Academy,
Sutton-in-Ashfield

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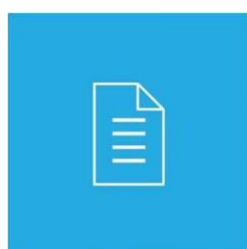
Sutton Community Academy,
Sutton-in-Ashfield,
Nottinghamshire



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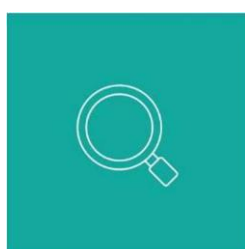
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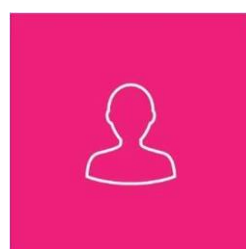
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01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



02. Sutton Community Academy Information

Sutton Community Academy is part of the Academy Transformation Trust family of academies.

At Sutton Community Academy, we provide the best opportunities for all our pupils toward helping them to achieve excellent academic qualifications.

We are a unique and highly successful academy and are proud of our students' achievements in GCSE and AS/A-level, alongside our great vocational offering. We ensure our curriculum is kept broad enabling every child to have full opportunity to reach their full potential.

This success is built upon valuing and nurturing the talents of all our pupils, which is supported by our brilliant academic, vocational and leisure activities, equipping all our students with the tools needed for Higher Education, apprenticeships and employment.

The academy is renowned nationally for its work and impact upon the local community, which have played a major role in creating a lifelong community resource in Sutton-in-Ashfield. Community really does sit at the heart of what we do; developing and nurturing the future generations is something we're very proud of and always strive for.

To find out more, please visit www.suttonacademy.attrust.org.uk





03. Job Description

Associate Assistant Principal, Secondary Academy

Grade –L6-L10

Reporting - The Associate Assistant Principal will report to the Principal or Vice Principal at Sutton Community Academy and will be responsible for all matters relating to Inclusion and SEND.

Role

- The post holder will ensure high quality specific provision for children who have additional educational needs to enable those students to thrive. They will be an associate member of the school's Senior Leadership Team and will contribute to the general smooth running of the school.
- It is expected that members of the Senior Leadership Team (SLT) will play an active role in ensuring the highest standards are set and maintained at all times in every aspect of academy provision.
- Specific responsibilities for the role will be agreed once the appointment has been made.

Job Purpose

- To provide strategic leadership on agreed areas of responsibility.
- To share responsibility for the Academy's strategic direction and operational effectiveness.

Specific Responsibilities

- To lead a team responsible for pupils with Special Educational Needs and EAL
- Lead and head up the schools alternative provision and coordinate offsite provision
- Identify future Alternative Provision for the school
- To coordinate the day to day provision of education for all children with Special Educational Needs, EAL, and alternative provision
- To oversee the day to day operation of the school's SEN/Inclusion policy and encourage all members of staff to recognise and fulfil their statutory responsibilities towards pupils with SEN and additional needs (including EAL and alternative provision)
- To line manage the Inclusion team consisting of Teaching Assistants (TA's) and Learning Mentors
- To be responsible for monitoring and evaluating the progress of children with an ECH Plan, LAC, EAL and pupils on an Alternative Provision
- To ensure all teaching staff have the highest level of training and can access comprehensive support from the SEN, to ensure every pupil makes progress
- To maintain the list of SEN and supported pupils and to oversee their records
- To review all EHCP annually
- To ensure that individual action plans are written and reviewed at least twice a year
- To carry out and coordinate diagnostic assessments of students
- To liaise with parents of children with SEN
- To liaise with SENCOs in feeder and receiving schools
- To liaise with external services including the Educational Psychologist, Speech and Language Therapist



03. Job Description

Specific Responsibilities (Continued)

- To liaise with the Examinations Officer and Access Arrangements Assessor to ensure pupils have the right access with examination and validating bodies and appropriate provision is put in place
- To manage exam requirements alongside our Exams Manager
- To help run the Accelerated Reader Programme
- To take responsibility for the identification and screening of pupils with SEND
- To monitor and evaluate the quality of provision in the Curriculum Support department
- To lead on numeracy and literacy (catch-up / interventions)
- To coordinate the training and professional development of the inclusion team
- To advise and support colleagues in catering for the needs of pupils with SEN
- To manage the inclusion budget and provide appropriate Inclusion resources
- To keep up to date and disseminate information on matters related to SEN/Inclusion to all members of staff
- To produce and regularly review the Inclusion Policy for the school and ensure it is disseminated to the staff and put into practice
- To liaise with and update the designated SEN governor
- To present updates to the Local Governing Body

This job description is subject to regular review

Teaching

The post holder will be expected to undertake duties in line with the professional teacher standards for qualified teachers and work towards meeting these standards. An excellent practitioner, you will inspire and challenge students to achieve maximum progress and a love of the subject.



04. Person Specification

Associate Assistant Principal, Secondary Academy

Professional Skills and Experience

1. Possess a good degree and QTS, with a record of professional development relating to whole school leadership.
2. Possess a SENCO qualification (desirable).
3. Be an excellent teacher with the ability to inspire students in their learning
4. Have proven experience as a middle leader with a track record of implementing and managing change
5. Possess proven ability to lead and role model on delivery of school ethos and policies
6. Have relevant experience of working in comprehensive environments
7. Have experience of contributing to development plans and SEFs which lead to the raising of standards and outcomes
8. Demonstrate success in raising attainment and standards of teaching and learning
9. Have the qualities required to have a strong and visible presence around the academy which has a positive impact on both staff and students
10. Possess strong leadership and management skills which ensure that all members of the school community reach their full potential
11. Have sound technical understanding of school leadership issues
12. Have demonstrable experience of leading others in successful curriculum innovation
13. Demonstrates a track record of improving the teaching and learning of teachers, people, relationships and communications
14. Be able to relate to all students and staff in a positive and humble way and inspire them to achieve more than they think possible

04. Person Specification



15. Have qualities which earn the trust and respect of students, staff, parents and governors
16. Possess the inspiration to motivate and lead staff as a whole and the ability to build on the strengths and expertise of individual colleagues
17. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion
18. Possess outstanding written and verbal communication skills
19. Have the ability to relate positively to parents and other stakeholders and engage them successfully in the life of the Academy
20. Be able to build constructive working relationships with local schools and colleges, employers, the local authority and national organisations
21. Be able to embody both the Academy's and our Trust's values in everyday work and practice.



05. How to apply

Sutton Community Academy,
Sutton-in-Ashfield,
Nottinghamshire

Salary:

Leadership Pay Scale L6 – L10
(£47,735 - £52,723 per annum)

Closing date:

9am on Friday 5th March 2021

Interview:

w/c 8th March 2021

Start Date:

1st September 2021, or as soon as possible.

Visits to the school:

For further information about the role and the academy, or if applicants wish to speak to the Principal, please contact Principal's P.A:
claire.thorpe@suttonacademy.attrust.org.uk

Applying

Please apply by visiting:
www.academytransformationtrust.co.uk/vacancies

Forward as one. Improving Education Together.

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