

ASSOCIATE ASSISTANT PRINCIPAL SENCO

Harris Academy Clapham

Leadership Scale (Inner London) + Performance and Loyalty Bonus
+ Harris Wellbeing Cash Plan + Pension Scheme (TPS)
+ Additional Harris Benefits



Job Purpose

- To ensure that Academy practice is compliant with the SEND Code of Practice (2014) and other relevant statutory requirements.
- To work with the Academy Leadership team ensuring an ethos of Inclusion within the Academy and a culture of high aspirations for students with SEND.
- To work with the Academy Leadership team ensuring the implementation of the Academy SEND Policy.
- To ensure that the provision of SEND support is in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Principal of the Academy.
- To be responsible for maintaining the Academy's SEND Profile, ensuring that it is always up-to-date and is an accurate picture of student SEND need across the Academy.
- To be responsible for the accurate identification of SEND need across the Academy, ensuring a rigorous and thorough assessment process.
- To be a role model with regard to Quality First Teaching and differentiation within your own teaching practice.
- To be responsible for the embedding of Quality First Teaching across the Academy.
- To be responsible for the Academy SEND Offer, ensuring high quality targeted interventions enabling students with SEND to make better progress.
- In consultation with the Academy Leadership Team, to provide a programme of professional development with regard to SEND, that ensures all staff have the knowledge, skills and understanding to plan teaching and learning effectively and enable students with SEND to make expected progress.
- To be responsible for tracking the progress of students with SEND, using a wide range of Academy data relating to progress, attainment, referrals, exclusions, detentions and attendance to identify barriers to learning.
- To deploy staff and resources according to the needs of SEND students.
- To write a termly report to the Governing body on progress and developments.

Main Areas of Responsibility

- To work with Heads of Department, Coordinators and Faculty Directors to ensure that Quality First Teaching Strategies are embedded in teaching and learning across the Academy.
- To work with Heads of Department, Coordinators and Faculty Directors to ensure that strategies on Student SEN Profiles are being used as part of the lesson planning process and are integral to teaching and learning across the Academy.
- To work with Heads of Department, Coordinators and Faculty Directors to monitor, evaluate and review the quality of teaching and learning across the Academy, with regard to SEND students
- To work with teachers, Heads of Department, Coordinators and Faculty Directors to ensure that Quality First Teaching is embedded in teaching and learning.
- To work with Faculty Directors to monitor the academic progress of students with SEND within the Academy, ensuring expected progress and the provision of targeted interventions as appropriate.
- To work with Heads of Department, Coordinators and Faculty Directors to ensure efficient and effective use of Teaching Assistant support.
- To ensure that the SEND Development plan has clear aims and objectives, enabling progression within all areas of SEND Policy and provision.
- To be responsible for ensuring that the Assess, Plan, Do, Review Model is integral to monitoring evaluation and review of SEND provision and that it forms an essential part of whole Academy monitoring, evaluation and review (MER). This includes half-termly progress reviews, observations.

- To be responsible for the development of effective provision mapping, tracking the impact of specific interventions to ensure that students with SEND make better progress.
- To be responsible for the day-to-day management, control and operation of SEND provision within the Academy, including effective deployment of staff and physical resources.
- To be responsible for the identification, assessment and completion of Access Arrangements for internal and external examinations. This includes organizing training for readers and scribes, monitoring their practice.
- To be responsible for ensuring that the Annual Review process for students with Statements/EHCPs is in place and that reports accurately reflect progress within the Academy
- To be responsible for ensuring that LEA consultations for students with EHCPs are responded to in line with the SEND Code of Practice and within given time constraints
- To implement Academy policies and procedures e.g. Equal Opportunities, Health and Safety etc.
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the area are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager.

Curriculum Provision

- To support all staff to understand and fulfil their statutory responsibilities as specified in the Academy SEND Policy.
- To be responsible for ensuring that all SEND provisions are rigorously evaluated to ensure students with SEND are making better progress, producing termly impact reports.
- To be responsible for ensuring that the outcomes from interventions are integrated into classroom teaching.
- To be responsible for ensuring that Quality First Teaching is at the heart of teaching and learning across the Academy.
- To be responsible for ensuring that Teaching Assistants and Mentors have a clear understanding of their roles and that they are providing effective interactions within the classroom, facilitating learning development and independence.
- To be responsible for ensuring that teaching staff have a clear understanding of how to manage, organize and work with TAs and mentors within the classroom.

Staff Development

- To work with Faculty Directors to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of Teaching Assistants and Mentors.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the area.
- To make appropriate support arrangements for classes when staff are absent, ensuring appropriate arrangements for students when staff are absent.
- To participate in the interview process for SEND posts when required and to ensure effective induction of new staff in line with Academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the Academy's NQT and ITE programmes.
- To be responsible for the day-to-day management of staff within the area and act as a positive role model.

Quality Assurance

- To help to implement Academy quality procedures and to adhere to those.

- To contribute to the process of monitoring and evaluation of the subject area in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers etc.
- To complete the relevant documentation to assist in the tracking of students and use information to inform teaching and learning.

Communications

- To communicate effectively with the parents of students as appropriate following agreed policies.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
- To attend all appropriate meetings.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To liaise with the Head of Subject to identify needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, subject area and the students.
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Pastoral System

- To apply the Behaviour Management systems consistently so that effective learning can take place.
- To promote the general progress and well-being of individual students and of the form tutor group as a whole.
- To liaise with the Faculty Coordinators and Faculty Directors to ensure the implementation of the Academy's Pastoral System.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To teach students according to their educational needs.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of students.
- To ensure a high-quality learning experience for students which meets internal and external quality standards in line with teaching and learning policy.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

- To undertake assessment of students as requested by external examination bodies, the subject area and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Other Duties

- To continue personal development as agreed at appraisal.
- To engage actively in the performance appraisal review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support the Academy in meeting its legal requirements for worship.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.



We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018) and Data Protection Act (2018)
- 4) Safeguarding children

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. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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 (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Attributes	Description	Desirable
Qualifications	<ul style="list-style-type: none"> • University graduate (Good Honours degree) • Postgraduate teaching qualification • Evidence of Continuing Professional Development relevant to the SENCO role or willingness to undertake this training. 	SpLD Assessment Practising Certificate, a post-graduate qualification in individual assessment at or equivalent to Level 7
Knowledge and Understanding of the Curriculum	<ul style="list-style-type: none"> • Knowledge and understanding of national priorities, current curriculum development and an ability to design and implement an innovate curriculum based on students' needs • A thorough understanding of quality assurance techniques • An appreciation of student motivation • An understanding of how professional development contributes to the raising of quality 	
Experience	<ul style="list-style-type: none"> • SEN experience in a secondary school • Evidence of successful teaching experience • Evidence of pastoral experience • Experience of working with key stakeholders such as parents, governors, employers etc 	Teaching experience in all key stages Evidence of outstanding teaching and learning
Leadership & Management	<ul style="list-style-type: none"> • The ability to motivate and inspire staff and students • Vision to develop SENCO role within a high achieving Academy • The ability to make sound judgments based on objective criteria • Ability to manage the process of change effectively and thereby deliver major projects through to a successful outcome by continuously reviewing and evaluating progress • The ability to bring plans to fruition • Ability to analyse and interpret student data and set challenging targets • The ability to effectively use ICT as a management and communication tool • Excellent verbal and written communication skills 	
Personal Qualities	<ul style="list-style-type: none"> • An enthusiastic approach to leadership and management • A willingness to learn and develop new skills • A desire to make a difference to the lives of young people • To work proactively within the ethos of the Academy • An excellent attendance record 	

HOW TO APPLY

Please refer to the advert on our online website to apply. For a confidential discussion about this post with the Principal or for more information, please contact the academy on 0204 513 9350 or info@harrisclapham.org.uk

BEFORE YOU START YOUR APPLICATION

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

HELP AND SUPPORT

For our Help and Support completing your application, visit www.harriscareers.org.uk

SAFEGUARDING NOTICE

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.