

## Job Description Assistant Principal (Inclusions)



<b>Grade:</b>	UKAT Leadership Pay Range point 3 – 8 £53,602 -62,139
<b>Accountable to:</b>	Principal
<b>Responsible for:</b>	Range of Inclusions staff including Pastoral Managers, Counsellors, Curriculum Assistants, UKAT Nurse, Therapists, Occupational Health, Educational Psychologist etc

This job description should also be read in conjunction with the generic job description for members of the UKAT Strategic Leadership Team

### **Core Purpose:**

Subject to any overriding requirements and the professional duties specified in the generic UKAT contract and the generic SLT JD the post holder shall be responsible for:

- The strategic leadership of SEN / Inclusions within the Academy. This to include: holding the role of SENCO, curriculum design and teaching, learning and well-being strategies. These to motivate, and close the achievement gap for our most disadvantaged SEN and vulnerable students/ groups (LACs, EALs) including those with EHCPs.
- Leading on the provision of pastoral care and behaviour and discipline
- SEN and behaviour policies, ensuring they meet all the statutory requirements.
- The co-ordination of Safeguarding policies and procedures for students, parents/carers and staff.
- Leading the inclusions support staff team in providing high quality provisions, interventions and services for students ensuring they make significant impacts on their academic and social progress and well-being.
- Ensuring outcomes and provisions within EHCP are delivered in line with our statutory obligations and PCARs are effective.
- Providing effective advice and support for all staff across UKAT.

In order to fulfil the requirements of the Job Description it is vital that the post holder works as a team player within a strategic context

### **Key Responsibilities**

1. As SENCO, develop, implement and monitor the Special Educational Needs and Accessibility policy.
2. Monitor and evaluate the effectiveness of care, guidance and support to students.
3. To be the lead DSL for the academy and be responsible for engagement with related professional bodies, ensuring all safeguarding record keeping is up to date and accurate – this to include the annual safeguarding report is presented to the Trust Board and sent to the LA, and delivering training to Academy staff.

4. Acting as the lead for pastoral care, ensure appropriate strategies are developed and in place to support pastoral care, behaviour and discipline.
5. Work with Subject Leaders and other teaching and support staff to:
  - ensure provision of a differentiated teaching delivery for students with SEN including those with behavioural and social difficulties
  - utilise the ReferNow system to deal effectively with student, staff, parent/carer issues relating to SEN / Inclusion and put in positive strategies
  - develop alternative curriculum provisions best suited to students needs.
  - organise and analyse appropriate audits of need within the academy and the wider community and utilise
6. As SENCO, work with the literacy teacher and other relevant professionals to ensure effective literacy, numeracy and other social skills and intervention programmes are in place to support students with a variety of learning needs.
7. Build strong relationships with the Academy and UKAT Inclusions team - to support and direct them in their work to provide for the effective personal development and well-being of students across the Academy.
8. Develop support networks and an online information resource centre for parents and carers of SEN students.
9. Co-ordinate and lead fortnightly diagnostic and target setting Provision Team meetings focused on the most vulnerable youngsters involving range of inhouse and where possible external professionals
10. Work with the Inclusions and academy staff, and external agencies, to ensure that students' needs are identified and effective Individual Education Plans, Individual Behaviour Plans, PEPs are put in place to support learners needs.
11. Ensure all young people with EHCP have appropriate transitions plans in conjunction with the LA and the careers service
12. Ensure that information regarding SEN students is available to staff for planning purposes via the MIS system and is kept updated.
13. Work with the SEN designated UKAT Trust governor to support and advise his/her understanding of their statutory responsibilities regarding SEN.
14. Work closely with external providers and LA officers in support of SEN/AEN students.
15. Responsible for aspects of the UKAT and Academy Improvement Plan and SEF relating to Inclusion.
16. Ensure that the PCARs for young people with EHCPs are carried out within due timelines.
17. Directly line manage and performance manage the Inclusion team.
18. Prepare and present papers required for Trustee Board meetings.
19. Provide SEN reports for the Trustee student discipline panels if required.
20. Ensure examination access / dispensations procedures are carried out in line with exam board regulations liaising with the appropriate academy Exams officer.
21. Build excellent relationships with appropriate outside agencies.
22. Ensure that all Ofsted responsibilities on safeguarding and Inclusion are in place.
23. Monitor and evaluate the output and impact of the Inclusions team and to liaise with any external evaluation and report to SLT, Trustees, Ofsted, RSC, DfE and any other statutory bodies

24. Participate in the transitions processes to ensure all new students to the academy have their needs identified and met.
25. Manage the SEN budget ensuring best value and bid as appropriate for additional funds.
26. Oversee the work of the therapists, ensuring impact assessments are in place.
27. Monitor teaching and learning activities to meet the needs of students with SEN/EAL/AEN/Gifted and Talented needs.
28. Collect and analyse assessment data and information to tackle underachievement and design interventions.
29. Liaise with other service providers, statutory agencies, charities, support agencies and partners to negotiate and establish appropriate service delivery within the academy.
30. Develop and deliver training for all staff on SEN strategies to raise achievement and attainment.
31. Attend professional supervision.
32. Keep up to date with local and national developments in education, health and social services, voluntary agencies and other agencies relevant for the post.
33. Develop innovation through research and evaluation.
34. The post holder must at all times carry out his/her responsibilities with due regard to the academy's policy, organisation and arrangements for Health and Safety at Work.
35. Participate in whole staff performance management process.
36. Adhere to professional and staff codes of conduct at all times.
37. 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.
38. Ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people.
39. Carry out any other duty as may reasonably be requested by the CEO/ Executive Principal / Deputy CEO/ Principal.