

## Job Description – Head of School and Partnership Inclusion Lead

St Benet's Multi Academy Trust and Acle and Little Plumstead Academy are committed to safeguarding and promoting the welfare of Children and Young People and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	The Executive Headteacher
<b>Grade</b>	L4-L8
<b>Hours</b>	1.0 FTE
<b>Location</b>	Based at Little Plumstead/Acle St Edmunds Primary School. You may be required to travel to undertake work at academies and sites within St. Benet's Multi Academy Trust as needed.

### Job Purpose

To deputise for the Executive Headteacher when they are not on the academy site, in order to secure the safe and successful operation of the academy and be the first point of contact for all stakeholders and external agencies in matters relating to the school.

To provide strategic leadership under the direction of the Executive Headteacher to secure the continued improvement and success of the academy.

To support the Executive headteacher and Trust determine the strategic development of the special educational needs (SEN) policy and provision in the partnership.

To develop and maintain strong links with parents and alongside the Executive Headteacher, the wider community to sustain their involvement in all aspects of learning at the academy.

Promote our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

### Duties and responsibilities

#### Leadership & Management

- To ensure St Benet's and the academy's values and vision are clearly articulated, understood and become embedded in everyday work and practice.
- Contribute to the academy self-evaluation process and play a major role in developing the academy improvement plan.
- Take the lead role in developing and implementing agreed aspects of the academy improvement plan.
- Communicate well with all stakeholders to secure further success in the academy.
- Contribute towards promoting the Christian ethos of the academy and St Benet's Multi Academy Trust.
- Ensure the smooth day-to-day organisation and operation of the academy.
- Be the Senior Designated Professional for Safeguarding in Education in the academy, alongside the Executive Headteacher.
- Report to the Executive Headteacher regularly and attend governor meetings when required.
- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of SENCO are up to date.

## Teaching & learning

- Carry out the duties of a schoolteacher as set out in School Teachers' Pay and Conditions Document 2014 (or as updated or amended in the future) and Teacher Standards {2012}. This includes any duties as may be reasonably directed by the Executive Headteacher.
- Be an outstanding practitioner and role model for learning & teaching.
- Support the Executive Headteacher in holding staff to account for the progress of pupils.
- Raise the quality of teaching, improve pupils' achievements and increase pupil progress by setting high expectations, monitoring the impact of intervention and evaluating the effectiveness of learning outcomes.
- Establish creative and effective approaches to learning & teaching in all areas of the curriculum.
- Alongside all staff in the school, be pro-actively involved in working as part of a team to develop areas of provision that impact positively on learning and teaching across the school.
- Provide support to improve the practice of individual teachers where required.
- Establish a culture of 'open classroom' as a basis for sharing best practice within and between academies in the partnership and across St Benet's.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support one another.
- Implement strategies which ensure the highest standards of behaviour and attendance.
- Teach a class where required.

## Partnership Inclusion Lead:

- Ensure that the progress of pupils within SEND improves relative to those without SEND across the partnership.
- Co-coordinating any specific provisions for individual pupils with SEN, ensuring that the partnership carries out its statutory responsibilities regarding all pupils with an EHCP.
- Supporting staff across the partnership in understanding the needs of SEND pupils by identifying and adopting the most effective teaching practices for pupils with SEND.
- Liaising across the partnership (staff, parents, external agencies) and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Understanding day-to-day co-ordination of the partnership's SEND provision through close liaison with staff, families, and external agencies
- Use partnership/federation models for monitoring systems for identifying, assessing, and reviewing SEND and collect and interpreting specialist assessment data.
- Use trust-wide and partnership/federation tracking systems to respond to the outcomes for SEND pupils and report these findings to the Exec Headteacher and governors.
- Identifying resources to meet the needs of pupils with SEND and advise the Executive Headteacher of priorities for expenditure.
- Managing annual reviews and EHCP assessment requests
- Manage the implementation of an inclusive curriculum.
- Maximise the impact of Teaching Assistants and ensure therapies and interventions are appropriately ran and training is offered as required.
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.
- Being a key point of contact for external agencies, including the LA and its support services.
- Working with potential next providers of education to provide information to pupils and their parents about their options and to plan a smooth transition.
- Working with professionals providing independent support to families to ensure that pupils with

- SEN receive appropriate support and high-quality teaching.
- Passing on any relevant information if a pupil transfers to another school.

### **Managing systems:**

- Work alongside the other academy Head of School in the partnership/federation to develop or maintain systems that ensure all events, activities and day-to-day management runs smoothly and efficiently.
- Ensure effective communication and teamwork.
- Provide a safe, calm and well-ordered environment for all pupils and staff; focused on safeguarding pupils as well as the health and safety of everyone on the academy site.
- Develop effective relationships with fellow professionals and other colleagues in other public services to improve academic and social outcomes for all pupils.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Inspire and influence others to promote the value of education.

### **Strengthening community:**

- Create and maintain an effective partnership and good communication with parents and carers to support and improve students' achievements and personal development.
- Support the events and activities which involve students, families and communities beyond the school day.
- Contribute to the wider St Benet's community through sharing good practice and involvement in Trust-wide activities.
- Collaborate with other agencies and develop strategies to provide for the academic, spiritual, moral, social, emotional and cultural well-being of pupils.

### **Line management**

- Take the lead in the performance management of identified staff as agreed with the Executive Headteacher
- Support the Headteacher in ensuring that staff CPD needs are identified and supported.
- Develop and lead CPD linked to areas in the academy improvement plan.
- Develop and maintain a culture of high expectations for self and others.

### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Head of School and Partnership Inclusion Lead are up to date.
- Be a professional role model and understand and promote the aims of the Academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.



### Special conditions of employment

#### **Rehabilitation of Offenders Act 1974**

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summoned for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

#### **Safeguarding and Promoting the Welfare of Children and Young People**

The jobholder is required to follow all Trust and academy policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

#### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

#### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

#### **Equality and Diversity**

The Trust and the academy are committed to equality and value diversity. As such the Trust and the academy are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust and the academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.



### **Training and Continuous Professional Development**

The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

### **The Trust Operates a Strictly No Smoking or Vaping Policy**

This applies to all Trust premises and those where Trust services are provided.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Job description reviewed by: R Clarke**

**Date: October 23**