

Job Description: Assistant Principal – Inclusion

Reporting to: Vice Principal

Location: Ark Elvin Academy, Cecil Ave, London, Wembley HA9 7DU

Salary: Highly competitive - Ark Leadership Scale 13-17 (£73,422-£80,062)

Contract: Permanent

Working hours: Full-time

Start date: September 2024

About this role

You will lead our large, experienced Inclusion Team - including our SEN department, our safeguarding team, our award winning Place2Be programme and the work we do with a range of external providers to meet the needs of our most vulnerable pupils.

Key Responsibilities

- As the Designated Safeguarding Lead, to codify our safeguarding model and ensure that safeguarding practice, policies, procedures, systems and training are robust, up-to-date and implemented with fidelity by all staff
- To lead staff training on safeguarding and inclusion to ensure that all staff understand and can articulate the rationale of our safeguarding model and consistently implement our routines to ensure the safety of pupils
- To lead our termly safeguarding audit and ensure all actions arising are addressed in a timely fashion
- To ensure that every member of the pastoral team has obtained level 3 safeguarding training
- To line manage our SENDCO and ensure our SEND team is full staffed, trained and resources to meet the needs of our SEN pupils
- To lead and action the SEND audit process termly with the SEND team
- To lead, chair and coordinate our Elvin 35 inclusion meetings ensuring that actions are recorded and followed up and have impact
- To lead our working relationships with all external providers including PLace2be, West London Zone, Brent and Ark services
- To provide regular progress updates to governors and SLT in relation to Inclusion to ensure we are fully aware of all successes, issues and concerns.
- To attend child protection and safeguarding meetings and training within Brent and Ark as required
- To lead the development, implementation and monitoring of our medical strategy to ensure that we are aware of all our pupils with medical needs and have effective plans in place to support them
- To ensure that our most vulnerable children are in school every day and they and their family receive the support that will help them achieve the best education possible
- To provide highly effective line management for our inclusion administrator

Leadership and Management

- Share responsibility for the management of the Academy and to contribute to the consultative and decision-making processes
- Support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- Actively promote the academy and liaise with outside agencies as necessary, representing the Principal, the academy or Ark as appropriate
- Provide information, advice and perspective to the governing body and to any legitimate external enquiry/evaluation

- Support the Principal in the responsibility for the implementation of performance appraisal for all staff, including line management of key staff and teams.

School ethos and culture

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and students
- Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting
- Act as a positive role model to staff and students
- Be active in issues of staff and student welfare and support and demonstrate a commitment to Equality of Opportunity for all members of Academy staff

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Assistant Principal - Inclusion

Vision & Leadership

- Communicate the academy vision effectively to pupils, staff and wider stakeholders
- Establish, implement and review whole school systems and policies
- Codify the academy's provision to embed high quality practice in all areas
- Demonstrate a commitment to equality of opportunity for all members of the academy's community
- Build and maintain strong working relationships with the community, agencies, and stakeholders, including parents and the Governing Body

Management & Training

- Line manage middle leaders and/or operational leaders, and oversee their development
- Ensure our mission and values inform all practice in line-managed departments
- Develop all staff in line-managed departments as educational leaders and ensure all postholders are systematically trained to complete their roles to an exceptionally high standard
- Deliver high quality training as part of the annual staff induction and CPD programme • Coach and/or mentor staff as required.

Culture and ethos

- Contribute to the development and embedding of clear systems to establish and maintain a positive and disciplined climate for learning in classrooms and around the school
- Complete duties around the school, modelling best practice for all staff
- Promote a culture of safety and wellbeing across the school, where all practice is fully compliant with our safeguarding policy and issues are dealt with in a timely fashion.

Teaching

- Maintain a teaching timetable, modelling outstanding practice in terms of planning and preparation, teaching, marking and assessment
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level. Development of the Ark Network
- Share codification and innovation work with others in the network to develop great practice
- Value and support practices driving continued progress across the network of Ark schools.

Qualification and experience criteria

- Qualified to teach and work in the UK
- SEND and/or safeguarding qualification would be highly desirable
- Demonstrable commitment to raising attainment of all pupils
- Experience and understanding how to improve and sustain an effective behaviour policy
- Experience of impact at middle leadership level
- Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance
- Ability to use data to inform decision making and diagnose weaknesses that need addressing.

Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertake any other responsibilities as directed by the principal.

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).