



LION ACADEMY TRUST – POST DEFINITION

JOB DESCRIPTION: HEAD OF SAFEGUARDING AND INCLUSION
PAY RANGE: LEADERSHIP SCALE 18-23 OUTER LONDON

TERMS OF EMPLOYMENT: PERMANENT

**RESPONSIBLE TO: THE EXECUTIVE TEAM AND THE SCHOOL
IMPROVEMENT COMMITTEE.**

The particular duties assigned to this post are set out in the school teachers pay and conditions document. In addition, particular duties are set out below. These duties may be reviewed and amended in consultation with the post holder, in the light of any changes in the requirements and priorities within any of the LAT schools or the Lion Academy Trust partnership of schools. Variations in the duties this role are common occurrences and cannot in themselves justify a re-grading of the post.

As a leader within The Lion Academy Trust, you will be required to undertake duties and responsibilities associated with Lion Academy Trust Schools.

MAIN PURPOSES OF THE JOB

This job description is subject to the general conditions of service for a Headteacher as set out in the most recent version of the School Teachers Pay and Condition Document. Working alongside the trust staff responsible for governance and HR and under the direction of the Executive team:

SAFEGUARDING:

1. To be the lead professional within the trust for all safeguarding and child protection matters.
2. To support each school and all staff to ensure they carry out their safeguarding duties and comply with the Safeguarding Children/Vulnerable Adults Policies and Procedures of LAT / LET, the local partnerships, DfE Keeping Children Safe in Education and Working Together to Safeguard Children Guidance, and to be compliant with the Local Authority Safeguarding Policies and Procedures where applicable.
3. To consult with and support schools to liaise with the necessary Local Authority departments, Police, DBS and other external bodies as necessary on all safeguarding vulnerable group matters and case management.
4. To liaise with each school in the Trust in relation to Safeguarding Children and Vulnerable Adults activities and provide training to Trust staff.
5. To support, advise and monitor through a quality assurance procedure Designated Safeguarding Leads and Safeguarding policies, procedures and data across the organisation.
6. Where appropriate, to be the lead case manager in the absence of Designated Safeguarding Leads or whilst inducting new staff into Trust procedures.
7. To have open communication with all staff, volunteers, parents/guardians and vulnerable groups in matters related to the Safeguarding of Children and Vulnerable Adults providing advice and support when necessary.
8. To attend and identify appropriate training courses and other activities to ensure that the trust is fully compliant with all developments in Safeguarding Children and Vulnerable Adults, including updates on current legislation, changes in Ofsted framework or statutory agency legislative changes.
9. To be the lead officer responsible for all aspects of Data protection and ensure that all schools meet their statutory responsibilities.

10. Co-ordinating Prevent duty procedures in the school as well as taking part in training on the Prevent duty and the Channel programme, and assessing staff training needs. Working with local Prevent co-ordinators, the police, local authorities and multi-agency forums

INCLUSION – INCLUDING SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

1. Plan, lead and develop an appropriate curriculum and provision for SEND learners which enables high-quality teaching, excellent learning outcomes and success for all pupils.
2. Develop appropriate programmes and strategies for groups of learners that facilitate progression to further study or employment.
3. Develop and maintain a high standard of teaching and learning across all schools within the Lion Academy and Education Trust.
4. Responsible for the line management, support, supervision and professional development review of designated staff.
5. Contribute to the strategic development of the trust's curriculum offer with specific focus on ensuring that all SEND children achieve the best possible outcomes.
6. Be the lead officer in supporting the schools to actively seek and obtain appropriate funding for children with additional needs.
7. Lead on the monitoring, interpretation and active use of performance data across the schools and report as necessary
8. Lead on the development of staff through the development and implementation of high quality CPD programmes.
9. Monitor and quality assure that leadership of inclusion and support as necessary to ensure that all schools are able to deliver high quality education for SEND learners and that they achieve the best possible outcomes.

In addition to the specific areas as outline above the role will requires the leader will work closely with the Trust Executives to:

SHAPING THE FUTURE

- Maintain and extend an ethos and provide educational vision and direction that secures outstanding teaching, successful learning and achievement by all pupils.
- Secure the commitment of the whole school community, particularly the induction of staff such as the and the students and trainee teachers to the vision and direction of the Lion Academy Trust.
- Present a coherent and accurate account of the performance in a form appropriate to a range of audiences including where necessary, School Improvement Committee members, the local community, Ofsted and others, to enable them to play their part effectively.
- Lead by example, provide inspiration and motivation and embody vision and purpose in the leadership of the areas of responsibility so that this is seen by all pupils, staff, trustees, parents and carers.
- Ensure that all those involved in the trust are committed to its aims and be accountable for meeting long, medium and short term objectives to secure outstanding staff development and school improvement.
- Through high quality training and development, motivate all concerned to create a shared culture and positive climate.
- Continue to place the Lion Academy Trust Schools at the heart of its community by attending events throughout the year, engaging in activities that will promote the Lion Academy Trust School within the community.

STRATEGIC DIRECTION AND DEVELOPMENT

- Work with the Trust Executive Team to develop the strategic view for the partnership and to analyse and plan for the future needs and further development.
- Ensure that the leadership, management, organisation and administration of CPD, Inclusion and SENd support the vision and aims of the schools.
- Monitor, evaluate and review the effect of CPD, Inclusion and SENd policies, priorities and targets of the schools and Trust.

LEADING & MANAGING

- Through the leadership of highly effective staff development, lead, motivate, support, challenge and develop staff to secure improvements in teaching and outstanding outcomes for all pupils.
- Through the effective and high quality staff development, secure and sustain outstanding teaching and learning throughout the schools and to monitor and evaluate the quality of teaching and standards of pupil achievement, using benchmarks and target setting for improvement.
- Motivate and enable staff, including trainee teachers and students, to carry out their respective roles to the highest standards, through high quality continuing professional development based on an assessment of needs.
- Implement and sustain effective systems for the management of staff performance, incorporating targets for teachers, targets relating to students' achievement and personal professional development.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring a clear delegation of tasks and devolution of responsibilities and holding staff to account for the outcomes and impact.
- Maximise the contribution of staff to improve the quality of education and care provided and ensure that constructive working relationships are formed between staff, pupils, parents/carers.
- Ensure that all staff have access to appropriate professional development opportunities.
- Efficient and effective development of staff and resources in line with the Lion Academy Trust's strategic plans and financial contexts
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupil's achievements, ensure efficiency and secure value for money.
- Advise the Trust's Executive Team on appropriate priorities for expenditure, and ensure effective administration and control.

ACCOUNTABILITY

- Be accountable to the Trust's Executive Team for the overall quality of inclusion and safeguarding for all employees within the Trust.
- Provide information, objective advice and support to the Trust's Executive Team to enable responsibilities for securing effective improvements in teaching and learning and improved standards of achievement to be met.

- Present a coherent and accurate account of the performance of Inclusion and those that are supported through the inclusion processes in a form appropriate to a range of audiences including parents, Parental Advisory Body members, the local community, Ofsted and the Trust's Executive Team, to enable them to play their part effectively.
- Plan for effective monitoring, evaluating and reviewing of plans to secure outstanding progress and school improvement, reporting regularly to the Trust's Executive Team.
- Develop and monitor the school's CPD self-evaluation processes, reporting regularly to the Trust's Executive Team and local Parental Advisory Body.
- Monitor and evaluate the school improvement plan reporting regularly to the Trust's Executive Team and local Parental Advisory Body.
- Provide any local, school and national data required by the Trust's Executive Team, the Parental Advisory Body or the Lion Academy Trust.
- To think creatively and imaginatively about the trusts' development, to anticipate and resolve problems and to identify opportunities that will benefit students.

This Head of Safeguarding and Inclusion job description is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.

There will be an annual review of the roles and responsibilities of members of The Lion Academy Trust. Please be mindful that this role can be subject to review by the Lion Academy Trust or you at any appropriate time in consultation with you.

This may result in changes to designated roles and responsibilities in line with the emerging priorities of The Lion Academy Trust.

This is not a common occurrence and would not justify a reconsideration of the grading of the post.

Appointed Candidates Name: _____

(Print) Date of Appointment: _____

Signature of Appointee: _____ Date: _____

By signing this job description, you are agreeing to its content and context at the date of signing.

HEAD OF SAFEGUARDING AND INCLUSION - PERSON SPECIFICATION

The post holder will be required to safeguard and promote the welfare of children and young people.

A. QUALIFICATIONS, EXPERIENCE AND PROFESSIONAL DEVELOPMENT

<ul style="list-style-type: none"> • Qualified Teacher Status
<ul style="list-style-type: none"> • Degree
<ul style="list-style-type: none"> • Meets the requirements re: the National Professional Qualification for Headship
Professional Development: <ul style="list-style-type: none"> • Professional Development in preparation for Headship • Has successfully undertaken approved 'safer recruitment' training
Other training:
<ul style="list-style-type: none"> • Experience as a Head Teacher, Acting Head Teacher, Deputy Headteacher or Ofsted Inspector
<ul style="list-style-type: none"> • A proven track record of successful senior leadership and school improvement in the primary phase
<ul style="list-style-type: none"> • Experience in two or more institutions and covering aspects of curriculum, pastoral, budget and resource management
Teaching Experience <ul style="list-style-type: none"> • Successful teaching experience in a primary school across all age ranges.

B. PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

<h4>1. Shaping the Future</h4>
In particular <ul style="list-style-type: none"> • Awareness and understanding of current educational trends and issues, including national policies, priorities and legislation specifically related to SEND and safeguarding. • The ability to work productively in partnership with the governance arrangements and the executive team in driving school improvement and realising the vision and ethos of this Lion Academy Trust School

2. Leading Learning and Teaching

In particular

- The principles and practice of effective learning and teaching in line with the Lion Academy Trust vision
- A relentless pursuit of excellence and innovation in improving the quality of learning and teaching, including challenging poor performance
- Curriculum design and management that help to provide the choice and flexibility to meet the personal learning needs of every student
- Embracing new technologies to enhance and continually develop teaching practice.
- Monitoring and evaluating the effectiveness of learning and teaching, including its outcomes in terms of standards and achievement and personal development and well-being
- The principles and practice of high quality personal, spiritual, moral, social and cultural education
- The principles and practice of high quality personal, social and health education

3. Developing Self and Working with Others

In particular:

- The significance of interpersonal relationships and strategies for promoting individual and team development
- Promoting an open, fair and equitable culture consistent with a Lion Academy Trust School ethos
- The ability to develop a sustainable leadership culture including the positive promotion of excellence.
- The ability to challenge, support, motivate and improve the teaching learning within the school
- The relationships between self evaluation, appraisal and continuing professional development
- The impact of change and different leadership styles on individuals and organisations
- The importance of partnership working and accepting appropriate support from others, including colleagues, Parental Advisory Body members and external agencies
- The role of collaboration and networking within the trust and beyond the school

4. Managing the organisation

In particular

- Principles, strategies and practice of school improvement and self evaluation in fulfilling the ethos and expectations of the Lion Academy Trust
- Distribution, delegation and challenge of leadership responsibilities and management tasks as appropriate, and monitoring their effectiveness, impact and implementation
- Sustaining the effective Lion Academy Trust organisational structures, systems, policy and practice to reflect the individual schools and trust values
- Managing the school efficiently and effectively on a day-to-day basis
- Using informed judgements to make professional, leadership, managerial and organisational decisions
- Knowledge of and commitment to the implementation of the safeguarding agenda
- Ensuring that the school meets all statutory and best practise guidance in relation to premises management and health and safety

5. Securing Accountability

In particular

- Principles and practice of the trust quality assurance systems, including school review, self -evaluation and appraisal
- Responsible for the schools' systems and processes in following the trusts financial regulations and ensuring value for money and best value in all aspects of the schools' work
- An understanding of the Ofsted framework, of what characterises an outstanding school and a relentless focus on excellence
- Analysing and using the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance
- Stakeholder and community, including students and parents, engagement in, and accountability for, school self evaluation and the success and celebration of its performance
- Individual, team and whole school accountability for student learning outcomes
- Using the school budget effectively to ensure that the premises provide outstanding environment and facilities to support outstanding learning.

6. Strengthening Community

In particular

- Listening to, and reflecting and acting on, community feedback
- Strategies that encourage parents and carers as the prime educators to support their children's learning
- Building and sustaining effective relationships with parents, carers, other schools and partners, parishes and the broader community that enhance the education of all Lion Academy Trust School students.
- Commitment to attending all Academy Trust School events and functions and to representing Lion Academy Trust School at Community events throughout the year

C PERSONAL SKILLS AND ATTRIBUTES

The ability to...

<ul style="list-style-type: none"> • Respect the dignity of each person
<ul style="list-style-type: none"> • Inspire, challenge, motivate and empower teams and individuals to achieve
<ul style="list-style-type: none"> • Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
<ul style="list-style-type: none"> • Build and maintain quality relationships through interpersonal skills and effective communication
<ul style="list-style-type: none"> • Demonstrate personal and professional integrity, including modelling values and vision
<ul style="list-style-type: none"> • Manage and resolve conflict
<ul style="list-style-type: none"> • Prioritise, plan and organise self and others
<ul style="list-style-type: none"> • Think analytically and creatively and demonstrate initiative in solving problems
<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children
<ul style="list-style-type: none"> • Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline