

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

Post Title	Head of Learning Character
Post Holder:	
General Duties:	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people and the community.</p> <ul style="list-style-type: none"> • Inspire pupils to achieve their very best. • Ensure all pupils make outstanding progress and achieve challenging targets. • Fully implement all Academy policies and procedures. • To create an exciting learning environment. • To include all pupils. • To create relationships based on mutual respect. • To be an effective part of the team. • To manage own professional development. • To work closely with all support colleagues. • To work collaboratively with academy staff in sharing ideas and best practice. • To form effective relationships with parents and other parties. <p>To have responsibility for the lead in the provision of support for pupils with learning and behaviour barriers across all learning centres.</p> <p>This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.</p> <p>This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p> <p>General Duties & Responsibilities</p> <ul style="list-style-type: none"> – To lead and manage all aspects of inclusion and intervention for all pupils within the vulnerable/discreet groups working with the SENCo and Progress Leaders in the Academy. – To create and implement a long term strategic vision for Inclusion with the Vice Principal – To be responsible for the day to day operation of the inclusion provision

	<ul style="list-style-type: none"> - To have a high profile presence and visibility on duty and around the Academy - To lead and support improvement within the area of pupil behaviour and support. - To lead and support the Academy's detention programme in line with the Behaviour for Learning Policy. - To ensure the Academy upholds its duties according to the Code of Practice with the SENCo - To co-ordinate, monitor and develop provision for pupils with AEN according to national and local guidelines, the SEN policy, handbook and Academy procedures. - To raise standards of attainment and achievement and to monitor and support progress of pupils with learning and behaviour barriers, including effective tracking of discreet group pupils. - To develop effective working practices with staff, parents, agencies and the Governing Body and liaise with the Inclusion Link Governor. - To be the Academy's designated LAC Leader. - To promote and provide equality and access and opportunity across the Academy - Supporting and promoting the Academy's ethos and provision of social, moral, spiritual and cultural opportunities; - To provide accurate and informative data to Heads of Year to impact on improving outcomes for all pupils. - To lead, monitor and evaluate the effectiveness of provision for identified groups of pupils, including internal and external Alternative Education Provision; - Maintain Inclusion registers and liaise with external agencies as necessary with the SENCo. - With support from SENCo, to co-ordinate all Annual and Interim reviews, creating and maintaining transition plans where appropriate. - To ensure Year 6 Annual Reviews are attended, where possible, by SENCo or Inclusion Leader and to liaise with primary school SENCo and Inclusion Co-ordinators with regard to developing positive transitions for vulnerable pupils. - To create and maintain individual provision plans for assigned pupils, where needed. - Liaise with other schools to ensure continuity of support and learning when transferring pupils with particular needs; - To respect and maintain confidentiality of information according to the Academy's policies and legal requirements.
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Efficient and effective deployment of staff and resources

- In consultation with Vice Principal manage Inclusion budget and finances effectively and to obtain best value for money for Inclusion in the Academy
- Provide advice to Vice Principal relating to resource requirements, the deployment of staff and timetabling in relation to the support of pupils with AEN, EAL, LAC etc.
- To monitor effectiveness of resources in meeting the needs of pupils and the objectives of the Academy.
- To support and promote the professional development of Learning Support Assistants and other support staff in line with Academy policies, providing training, mentoring and coaching where appropriate.
- To lead and oversee the staff supporting pupils with medical needs incorporating all first aid requirements.

Further training and development:

- Participating in arrangements for his/her further training and professional development as a manager.
- Liaising with the member of the Leadership Group who is responsible for training and staff development

Educational methods:

- Responding to the Code of Practice for Special Educational Needs, in accordance with the Academy's policy and national guidance.

Discipline, health and safety:

- Maintaining good order and discipline among the pupils and safeguarding their health and safety through the application and monitoring of established procedures, both when they are authorised to be on the Academy premises and when they are engaged in authorised Academy activities elsewhere;
- Ensuring that the Academy's Safeguarding Policy is followed where there may be a concern;
- Ensuring that personal knowledge of the Academy's Health and Safety Policy is updated and the practices are in accordance with it.

Management: (as appropriate and relevant)

- Contributing to the selection for appointment, induction and personal development of Inclusion staff;
- Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy and Performance Management of staff as directed by the Principal.

	Administration: (as appropriate and relevant) <ul style="list-style-type: none"> – Participating in administrative and organisational tasks related to such duties as described above, including the management or supervision of persons, providing support for the teachers in the academy and the ordering and allocation of equipment and materials; – Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after Academy sessions.
Reporting to:	Deputy Vice Principal for Behaviour
Responsible for:	<p>Responsible for providing an educational atmosphere where pupils have the opportunity to fulfill their God-given potential for spiritual, intellectual, emotional, physical and psychological growth. Responsible for implementing a program that will result in pupils achieving personal and academic success in accordance with The Bishop of Winchester Academy policies.</p> <p>Responsible for ensuring that all pupils with learning and behavior barriers achieve their full potential.</p>
Liaising with:	<ul style="list-style-type: none"> – Principal/Vice Principal – Relevant members of the academy, community, parents and governors. – Frequently supporting and challenging tutors in the House to ensure that all pupils achieve their full potential.
Nature of Contract:	Standard Terms and Conditions of Support Staff
Salary Scale:	
Disclosure Level:	Enhanced
Review Date:	Annually as part of the Performance Management process.
Section Two Professional Duties and Responsibilities	
Ethos	All Academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the Academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
Specialism's	All Academy post-holders are expected to contribute to the development of young people and the community.
Self Development	<ul style="list-style-type: none"> • To continually seek development opportunities to improve personal performance

	<ul style="list-style-type: none"> • Line Manager is advised of training needs. • Development opportunities are sought/acted upon.
Attitude	<ul style="list-style-type: none"> • To act as a professional and positive ambassador for the Academy in order to support the Academy's mission and profile • Positive/constructive feedback from parents/pupils/visitors/colleagues/ supporters will evidence supportive attitudes • Level of self-motivation and encouragement of others. Will support development of the Academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the Academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the Academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the Academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the Academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.