

Job Description

Post title	Assistant Principal
Purpose of the post	To lead the development of a positive culture of RESPECT across the academy as a member of the senior leadership team To take strategic leadership of areas of responsibility agreed following appointment To contribute to the academy's vision so that we can enable every child, whatever their background or their circumstances, to have the support they need to be healthy, stay safe, aspire, believe and achieve To make a positive contribution and enable positive outcomes through a drive for consistent practice across the academy
Reporting to	Vice Principal
Salary / grade	Leadership Range L12-16
Disclosure level	Enhanced

<p>Roles and Responsibilities to be finalised upon appointment, these could include:</p> <p><i>(those duties marked 'once role is finalised' to be discussed and confirmed with successful candidates)</i></p>	<ul style="list-style-type: none"> • To support the Principal in every aspect of leadership across the academy • To share overall academy leadership as an active member of the Senior Leadership Team • To lead on all aspects of the welfare and behaviour of all students, 11-19, so as to deliver upon the academy's culture of support and mutual respect • To lead on all aspects of the curriculum and achievement of all students, 11-19, so as to deliver upon the academy's culture of high expectations • To lead on and uphold the Behaviour for Learning policy including the RESPECT code across the academy • To lead on the achievement of specific groups of students across the academy including: LPA, MPA, HPA, PP, SEND, M/F, coordinating with a range of Directors and middle leaders to ensure appropriate strategies are in use and that impact is being measured • To have strategic lead for assessment and reporting to parents and students • To have strategic lead over intervention across the academy working closely with members of the extended leadership team (the Directors) and other middle leaders • To have strategic lead for extra-curricular provision and/or period 6 intervention mapping in liaison with appropriate colleagues <i>(once role is finalised)</i> • To have strategic lead for the academy's pupil premium strategy • To have strategic lead of the use of knowledge organisers and homework across the academy • To have strategic lead for the inclusion agenda across and within the academy including working closely with our neighbouring academies as a means to uphold excellent standards of behaviour and develop strong community links • To hold the strategic lead for the rewards agenda across the academy ensuring reporting to all stakeholders and all events linking to the celebration of student achievement • To work closely with the Vice Principal in the production of whole academy tracking of student progress and attainment carefully monitoring for impact and sharing this with stakeholders • To monitor the setting and impact of sanctions and rewards across the academy and ensure there is a solution focussed drive on the success and use of these • To act as line manager for Directors, Heads of Year and members of the support staffing team as appropriate including leading appraisal and being able to supportively challenge whilst holding colleagues to account <i>(once role is finalised)</i> • To be responsible for and to lead on the pastoral agenda across the academy including the coordination of the academy student council and year group councils through the relevant Heads of Year maintaining an appropriate direction of travel
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	<ul style="list-style-type: none"> • To liaise with academic leaders and the pastoral team to have an oversight of student engagement and aspiration across the academy for example as peer mentors, student ambassadors, student leaders, peer readers (<i>once role is finalised</i>) • To strategically lead the tutoring system including oversight of assemblies via liaison with the Heads of Year and members of the extended leadership team (Directors) • To lead and liaise with outside agencies involved in the pastoral/academic provisions of the students including the coordination of external speakers through assemblies and through other opportunities to promote improved student outcomes • To coordinate whole academy events that specifically link to improving student outcomes/student intervention from external organisations/student behaviour/student aspirations/student careers (<i>once role is finalised</i>) • To have strategic lead of student attendance by line managing the Attendance Intervention Manager and driving continued improvement by maintaining the high profile of attendance • To have strategic lead of CHARACTER Education including additional student participation through the tutor and assembly programmes • To have strategic oversight of the academy’s SMSC/PHSE/RSE Education ensuring this is fulfilling statutory requirements and content is purposefully quality assured • To act as the Designated Safeguarding Lead for the academy responsible for all aspects of safeguarding. • To ensure the academy’s anti-bullying strategy is upheld whilst ensuring the eSafety strategy is clear and known by all keeping the website and pastoral team updated with up to date advice and guidance to keep all students safe • To lead whole academy meetings with parents and to liaise with individual parents to ensure student welfare/outcomes/intervention/alternative provision (<i>once role is finalised</i>) • To have strategic lead over the collaborative work between the Progress Centre, the Chase View Support Centre and the academy team of staff and students as part of the pastoral provision to enable student attendance, behaviour, attainment and progress are maximised (<i>once role is finalised</i>) • To strategically lead on the student transition programme; this could be from primary or into post 16, coordinating with the appropriate colleagues within the academy (<i>once role is finalised</i>) • To represent the academy on the District Inclusion Panel overseeing all in-year admissions to and from the academy including the strategic lead of managed moves • To ensure there are robust arrangements in place for dialogue with parents and students about their attendance, behaviour, attainment and progress through leadership of the Heads of Year, Directors and other middle leaders (<i>once role is finalised</i>) • To work closely with the Vice Principal and Directors within the academy to ensure parental engagement is paramount including all events including parents evenings and other opportunities for parents to attend academy events • To lead the coordination of academy events such as Open Evening, Awards Evening, Transition Evening and other stakeholder public-facing events (<i>once role is finalised</i>) • To have strategic lead for CEIAG across the academy including work experience and external visitors working within the academy to support the drive to continue to raise student aspiration • To be fully involved in the life of the academy, taking assemblies, supporting all colleagues, being actively involved ‘in search of typicality’ in teaching and learning • To maintain a presence around the academy outside of lesson times leading and taking an active part in the duty system during all unstructured times
Teaching	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching • To support the development of leadership skills at all levels across the academy • To demonstrate and share highly effective practice with colleagues in and out of the classroom acting as a coach and line manager to subjects or groups of subjects as delegated by the Vice Principal and/or Principal

	<ul style="list-style-type: none"> • To help others improve through promoting reflective and developmental practice in teaching, marking and in the delivery of effective student feedback • To support the drive for typicality and the use of mastery in the delivery of all lessons to ensure there is increased consistency by all practitioners across the academy • To support in the monitoring, development and evaluation of the highest standards of teaching and learning across the academy through supportive challenge whilst encouraging risk taking to inspire the minds of learners from Year 7 through to Year 13 • To participate in all quality assurance processes across the academy to support the developmental approaches being used to enhance and strengthen typical and consistent practice by all teachers
Additional Duties	<ul style="list-style-type: none"> • Contribute to encouraging, leading, supporting and coordinating the continuing professional development of staff, being an appropriate role model • Make a positive contribution to the wider life and ethos of the academy • To promote actively the Trust's policies and the academy's internal policies • To actively engage in the appraisal process system within the academy including the oversight of performance management of support members of staff as appropriate • To provide timely reports to the Local Academy Council and work with members of the LAC to coordinate link governor visits as appropriate • To prepare documentation in a timely manner for Senior Leadership Team meetings or meetings with external organisations that demonstrate clarity of both an ability to think strategically but also fundamentally underpin the core purpose of improving the life chances of all students at SUA • To ensure the website is kept up to date with materials that are essential to clear communication with all stakeholders pertinent to the role • To support the promotion of community and parental engagement via the use of social media and Parents' Forum events • To undertake any other duty as specified by members of the Local Academy Council and the Principal

Promote and safeguard the welfare of the children and young persons that you are responsible for or come into contact with.

Be aware of and comply with Trust and academy policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of, support and ensure equal opportunities for all stakeholders

Whilst every effort has been made to explain the potential duties and responsibilities of the posts, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in a job description.

Job descriptions may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.