

JOB DESCRIPTION – ASSISTANT PRINCIPAL (Personal development, behaviour and well-being)

PAY RANGE:	Leadership 8-12
ACCOUNTABLE TO:	Principal

The professional duties of all teachers, (other than the Principal) are set out in the STPC and describe the duties required of all leadership posts. In addition, the requirements of the post of Assistant Principal at Colchester Academy have been set out below.

Whole School Leadership and Management

- Lead on allocated areas of the school improvement plan
- Promote and support good order and discipline at all times
- Safeguard the wellbeing of students, staff and visitors
- Work with the Headteacher so that the school resources are efficiently managed
- Keep up to date and share knowledge of current issues in education
- Be a consistently outstanding professional role model for all staff
- Support the Headteacher in promotion and marketing of the Academy
- Attend examination results days in the summer
- Lead and coordinate parent contact including parental surveys

Leadership of whole school pastoral provision, standards and policy

- Ensure pastoral policies (e.g. behaviour, attendance) are implemented effectively and consistently
- Ensure all staff understand their role and responsibilities in maintaining good discipline and record keeping according to Academy policy
- Provide professional learning on behaviour management as appropriate

- Develop a shared understanding of the pastoral support role of tutors, heads of year and pastoral support staff so that Academy systems work efficiently and effectively
- Develop the SMSC programme throughout the school including the tutor programme and assemblies.
- Ensure parents receive clear, timely and sensitive communication about their child and the Academy in general
- Monitor standards of behaviour, attendance and punctuality by different groups and feed this information into the school's self-evaluation and improvement update
- Develop a whole Academy approach to rewards and the recording of them and ensure the effective and consistent implementation of the policy which contributes to improved behaviour and attitude
- Lead on Anti-Bullying policy
- Oversee the transition points: KS2 to KS3, preference curriculum Year 7 to 8, and KS3 to KS4, working with the SENCo and Year Leads.
- Support Year Leads and Heads of Department in developing intervention programmes for individuals or groups of students to remove barriers to learning or to extend/support their learning
- Ensure with other members of SLT that all safeguarding and associated policies are implemented and identify training needs within this area
- Ensure that there is an effective Career's programme throughout the school.

The postholder will be accountable for:

- Rates of overall and persistence absence for all students and Disadvantaged with a proactive strategy in place to prevent students falling into PA category
- Rates of exclusion – reducing FTE and preventing PX
- Number of significant behaviour incidents which show a downward trend
- Number of bullying incidents reduced
- Rates of punctuality
- Student and parents surveys which show very high and improving levels of satisfaction in the “we prevent and deal with bullying of all types” category
- Student and parents surveys which show very high and improving levels of satisfaction standards of behaviour

- Student and parents surveys which show that students resoundingly are, and feel, safe in school.
- Produce pastoral reports for Governors in line with meetings and as part of improvement monitoring
- Website compliance relating to all areas of this job description
- Half termly report and evaluation of areas of responsibility

Staff Development

- To carry out the Performance Management Review of Year Leaders and other staff as required.

Health and Safety

- To ensure the health and safety of staff and students when in the (subject) area.
- To be responsible for carrying out risk assessments in relation to health and safety.

Other

- To be sufficiently well organised to ensure that you are seen as a useful role model of effective administration and are perceived as efficient and thorough.
- To ensure that any contact with parents is professional, effective and prompt.
- Contribute to the upkeep of the whole school handbook and policy documents.
- Ensure that all publications are prepared to the highest standards.
- To lead professional development sessions as required.
- To lead assemblies as required.



Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Bright Tribe Trust reserves the right to revise this job description at any time.

Acknowledgement of Receipt

I have received a copy of this job description and acknowledge that it forms part of the terms and conditions of my contract of employment with Bright Tribe Trust.

Signed:

Name (please print):

Date:

The Bright Tribe Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment in every aspect of their work.

Bright Tribe Trust is an Equal Opportunities Employer

PERSON SPECIFICATION

Personal qualities

The successful candidate is likely to possess most of the following key characteristics:

- A good Honours Degree and teaching qualification.
- Evidence of substantial and wide ranging CPD.
- Relevant experience of middle management with appreciation of and/or experience of whole school issues.
- A commitment to the inclusive ethos of Colchester Academy and a total commitment to the academic advancement of all students regardless of their ability.
- Outstanding classroom teaching skills.
- Excellent ICT skills.
- Excellent oral and written communication skills.
- Total commitment to safeguarding children and young people.
- The capacity to lead by example, to inspire others and to work as part of a team.
- Ability to develop good relations with staff, pupils and parents.
- Be proactive in analysing situations and problems and suggest workable solutions which at times may involve compromise.
- Excellent administrative and organisational skills.
- A willingness to play a full part in the life of a busy and vibrant school.
- A good sense of humour.
- Ability to maintain stamina with a smile.
- Demonstrate eminent flexibility.
- Demonstrate empathy and firmness as needs arise.
- Demonstrate discreet professionalism and corporate responsibility at all times.
- Be willing to go the extra mile.
- Be proactive and creative with an eye for detail.
- Be energetic, enthusiastic and positive.

Key responsibilities will include expertise in most of the following areas:

Strategic Leadership

- To give leadership to Colchester Academy's Vision as part of a dynamic and creative STL.

- Provision of the opportunities for all pupils, absolutely regardless of ability, to play a full part in all aspects of school life.
- To present a cohesive and united front within the staffroom and among the parent body, promoting at all times an ethos of corporate responsibility and shared values.
- Keeping abreast of wider developments in the curriculum through attendance at courses and conferences and membership of appropriate national bodies.

Staffing, Management and Tasks

- Line manager for selected Heads of Department.
- Assist with the appointment of staff.
- Assist in the Annual Professional Review of Staff as a Reviewer.
- Take an active role in the regular programme of internal departmental inspections.
- Act as a liaison officer for staff as the need arises.
- Be present and take an active part in the GCSE results days in August.
- Share responsibility for running the Academy during major school holidays together with other members of the SLT.
- Keep on top of routine day to day administration.
- Be a positive influence around the Academy.
- Be a positive and active contributor in meetings.

Administration

- To be sufficiently well organised to ensure that you are seen as a useful role model of effective administration and are perceived as efficient and thorough.
- To ensure that any contact with parents is professional, effective and prompt.
- Contribute to the upkeep of the whole school handbook and policy documents.
- Ensure that all publications are prepared to the highest standards.

The contents of this job description are draft and flexible and may be adapted according to the interests, experience and talents of the successful candidate.