

Job Description

Job Title: Assistant Principal - Attendance and Behaviour

Location: Bexleyheath Academy

Hours of work: Full Time

Reports to: Principal & Vice Principal

Purpose of the Role: The Assistant Principal will be required to work as a member of the Academy Leadership Team

- To be a member of the Senior Leadership Team and under the direction of the Principal, ensure high standards of student attendance and behaviour.
- To advise and support the Senior Leadership Team in the overall strategic management of the Academy giving specific advice in those areas of the Academy's functioning for which particular responsibility is held.
- To play a part at senior level in monitoring the effectiveness of the Academy's standards of students behaviour, attendance and safeguarding.
- To place the highest priority on attempting to ensure that individual student targets, and overall Academy targets, are met.
- To make a significant contribution to the vision and direction of the Academy supporting the development of our character.
- To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

- Have overall leadership responsibility for whole school attendance, behaviour, safeguarding and SEN;
- Provide strategic leadership and operational management to promote Culture for Learning and pupil safety throughout the academy;
- Have overall leadership responsibility for strategies to improve attitudes to and behaviours for learning
- Have overall leadership responsibility for strategies to improve whole school attendance;
- To liaise with all external stakeholders with regards to attendance policies and procedures;
- Ensure that the attendance and punctuality of all groups of pupils continues to improve to be in line with or exceed national averages;
- Lead and manage effective and appropriate alternative offsite educational provision;
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in the Academy and in the wider society;
- Ensure effective systems are in place for the monitoring of students attendance and punctuality;
- To be a good role model for all staff and students and be a visible, supportive and challenging senior leader
- Work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management within the academy;
- Lead on delegated areas of responsibility;
- Uphold and embed a culture that enables students and staff to excel;
- Help to improve the outcomes and progress of all students, including those who are disadvantaged;
- Support with the effective deployment of resources to secure excellent outcomes for all students;
- Have a deep and accurate understanding of the academy's effectiveness and strategies for improvement

- Be an excellent teacher of the specialist subject;
- To be responsible for promoting and safeguarding the welfare of students and for raising any concerns in line with School procedures;
- To be responsible for promoting equality and diversity in line with School policies and procedures;
- To be responsible for following health and safety requirements in line with School policies and procedures;
- To participate proactively in training and development including qualification development required in the job role;
- Work with the SLT to ensure up-to-date self-evaluation and action planning for the development of character development within the academy;
- To undertake as required other duties and responsibilities relevant to the job as directed by the Principal
- To submit reports to the Board of Trustees detailing development and progress in the areas of responsibility associated with this post
- You will also have another project to work on which will be inline with our whole school priorities.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Teachers' Pay and Conditions.
2. 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.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This

includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> ● Good honours degree <ul style="list-style-type: none"> ● Qualified Teacher Status ● Evidence of recent professional development related to whole school improvement 	<ul style="list-style-type: none"> ● Masters degree or equivalent ● NPQH or willingness to undertake this
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> ● Experience of working successfully at middle leadership team level ● Effective line and performance management of middle leaders ● Experience in performance management of teams of staff ● Up to date pedagogy, particularly in relation to teaching and learning ● Understanding of leading and developing outstanding teaching and learning at whole school level ● Understanding of how to drive progress and rapidly improve outcomes at whole school level ● Understanding of relevant research and best practice relating to rapidly improving overall school effectiveness ● Has worked in an academy or specialist school and 	<ul style="list-style-type: none"> ● Post in at least two schools, at least one of which was in a challenging urban circumstances ● Effective line and performance management of senior leaders ● The use of pupil premium funding to accelerate progress of disadvantaged pupils ● Leading multiple successful whole school initiatives relating to rapid whole school improvement

		<p>understands how these can be used as levers for improvement</p> <ul style="list-style-type: none"> • Knowledge of national educational initiatives at 11-16 <ul style="list-style-type: none"> • Proven track record of improving teacher performance 	
Skills	Abilities	<ul style="list-style-type: none"> • The ability to think strategically, evaluate options, find the best solutions to problems taking into full account the views of others, and implement changes that lead to improvements in pupil outcomes • The ability to take difficult decisions when these are in the best interests of pupils, and to win round staff to your point of view <ul style="list-style-type: none"> • Highly motivated and able to inspire others • Outstanding classroom practitioner • Ability to innovate, manage change and evaluate effectiveness • Fully aligned to our vision and key drivers 	<ul style="list-style-type: none"> • Provide academy-based INSET; • Encourage staff to surpass their own expectations
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Good communication and interpersonal skills • Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults 	

		<ul style="list-style-type: none"> ● Clarity of expression ● Ability to develop effective partnerships ● Ability to influence others ● Sensitivity to the needs of others ● Ability to discuss issues openly 	
	Values	<ul style="list-style-type: none"> ● Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> ● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check ● Right to work in the UK ● Evidence of a commitment to promoting the welfare and safeguarding of children and young people ● Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion 	



		and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services	
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