

Job Description

Job title: Assistant Principal - Behaviour and Welfare
Salary: L10 - L14 dependent on experience
Reports to: Principal
Position: Full time

Purpose of the post

The Assistant Principal works alongside the Principal as a member of the Senior Leadership Team in defining, articulating and implementing the vision, values and strategy of East Leake Academy and the Diverse Academies Trust. They hold an important leadership role and will demonstrate outstanding strategic leadership skills. The Assistant Principal is accountable for the behaviour and welfare of all students and is the Designated Safeguarding Lead.

Core Purpose:

- To be the SLT strategist on instilling our high expectations of behaviour and welfare of all students to ensure maximum possible progress and attainment
- To be accountable for the Behaviour and Welfare of all East Leake Academy students
- To lead and manage the academy by example as a member of the SLT
- Work collaboratively with MAT colleagues across the Trust

Main duties and responsibilities

- Assist the Principal in the organisation, management and development of the academy with a focus on behaviour across all key stages
- Build a strategic vision of behaviour and welfare to promote and improve student progress
- To monitor student behaviour, attendance and punctuality and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards
- Ensure the provision for professional development and support opportunities ensure the highest standards of behaviour management among staff
- Co-ordinate the effective deployment of resources and strategies to ensure that students behavioural and emotional needs are being met and they are able to engage in learning effectively
- Carry out teaching duties as required
- To be responsible for promoting and safeguarding the welfare of children and young people within the academy as the Designated Safeguarding Lead
- To be responsible for line management of the pastoral team and oversight of the Life (PSE) curriculum and Vertical Tutor programme
- Identify groups of students and individuals who are at risk of underachieving and devise strategies for raising their achievement, in partnership with others
- Support the Principal and other colleagues in developing appropriate strategies to deal with behaviour difficulties and manage any resulting training needs

- Monitor and assist with the referral of children to the various support services and outside agencies and to liaise with them including Alternative Provision
- To ensure that parents and carers are well-informed of their child's progress
- To establish clear expectations and constructive working relationships amongst staff

Person Specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications / Training			
Qualified Teacher Status	✓		Application form
Designated Safeguarding Lead		✓	
Masters, NPQ or SENCo qualification		✓	
Experience, knowledge and understanding			
Experience of a middle leadership role	✓		Application form / Interview / References
Recent teaching experience	✓		
Successful track record of significant organisational change for improvement and effective behaviour management	✓		
Experience in a role involving responsibility for the pastoral care of students	✓		
Outstanding subject knowledge	✓		
Precise and analytical self-reflection	✓		
Experience of presenting complex information in a clear and concise manner to a range of audiences	✓		
Excellent communication skills, both written and verbal	✓		
Capacity to take initiative and to innovate	✓		
Excellent organisational skills, and the ability to learn new systems quickly and use them intelligently and flexibly	✓		
Personal attributes and qualities			
A strong track record of establishing links and working with a range of partners including those within and outside the world of education	✓		Interview/ References
Commitment to ensure that outstanding practice is developed and embedded throughout the academy	✓		
A clear and coherent vision which is consistent with the vision of East Leake Academy and the Diverse Academies' Board	✓		
Ability to take a strategic view in order to determine a clear pathway to achieve future goals	✓		
Commitment to continuous professional development for all staff and self	✓		
Ability to identify and acknowledge excellence and to challenge poor performance	✓		
Ability to quickly understand the local community, its context and distinct features	✓		

Other

The post holder will be subject to an enhanced Disclosure & Barring Service check

Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post

Pre-employment checks