



### Job Definition

---

**Post: Assistant Principal, Attendance and Behaviour, UTC Sheffield Olympic Legacy Park**

#### **Strategic leadership of Attendance and Behaviour, including Pupil Premium students**

- Work with the Principal and Senior Leadership team to shape the UTC's inclusion strategy, maximise the progress of vulnerable students (SEND, EAL, LAC, PP, etc.). Ensure this strategy is evidenced through robust self-evaluation and reporting to stakeholders, returns to the Local Authority, Department for Education (DfE) and outside agencies, as required
- Lead on closing the achievement gap of any groups across the UTC
- Lead in the effective use of relevant data to monitor these areas of the UTC's work with a view of ensuring the Senior Leadership Team and Governors have an appropriate strategic overview of student inclusion and support provision
- Encourage an ethos for Inclusion of innovation, excellence, reflection and aspiration for students
- Ensure, through in-service training (INSET), wide reading and discussion with relevant colleagues an up-to-date knowledge of inclusion and welfare issues. This will include an understanding of the latest developments with the OFSTED Framework
- Act as a role model in own teaching practices, concerning strategies and classroom management issues with regard to Inclusion
- In liaison with Senior Leaders and Curriculum Directors, observe and give feedback on lessons, as required, with a particular focus on Inclusion matters
- Report, as appropriate, to the Governing Body and SLT on Inclusion and Welfare related issues

#### **Leadership of all aspects of student attendance issues**

- Own the data picture for attendance and behaviour, identifying at-risk groups, evaluating trends and briefing SLT and Governors on the strategic overview
- Lead in the development of consistent systems for monitoring student attendance, recognising good attendance and identifying individual students with attendance concerns, including persistent absence
- Lead all UTC staff to ensure that appropriate responses are being taken for individual students with attendance concerns
- Arrange for liaison with the Sheffield City Region Local Authority multi-agency teams to support the UTC, where appropriate

## **Job Description - Assistant Principal – Attendance and Behaviour OLP**

- Ensure that appropriate information concerning student attendance is available for all stakeholders, including students, parents, subject teachers and tutors

### **Leadership of student welfare and behaviour issues**

- To work with the Principal to ensure the highest levels of pastoral care (including IAG) and behaviour at the UTC.
- To lead, working with Learning Managers, the effective transition of students at the UTC including liaison with feeder schools, Universities (UCAS), Further Education, other Post-16 providers and employer routes including apprenticeships
- Lead in all aspects of student welfare issues, collaborating with other colleagues, as appropriate
- Be responsible for the production and evaluation of behaviour data to identify groups of students with behavioural concerns
- Monitoring of behaviour and exclusion data for key groups and lead appropriate interventions to drive improvement
- Monitoring of attendance data for key groups and lead appropriate interventions to drive improvement
- Line-manage Learning Managers and Learning Support Assistants, ensuring students of concern are tracked and their progress reported to SLT and Governors
- Support the Designated Safeguarding Leader, being a Senior Leader having Deputy Safeguarding Leader status
- Have oversight for the determination and distribution of bursaries for necessitous students, including 16-19 and University Awards
- Have oversight of awards and celebration events for students
- Lead on rewards, trips and recognition events relating to pastoral achievement

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Support UTC activities including assemblies, attending appropriate UTC events as directed.
- Any other duties deemed reasonable, as directed by the Principal
- Participate in the UTC's Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Promote the area of responsibility within the UTC and beyond
- Represent the UTC at events as appropriate
- Support and promote the UTC ethos