

# Job Description

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**Job Title:** Assistant Principal - Attendance

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**Location:** Jane Austen College

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<b>Job title</b>	<b>Assistant Principal - Attendance</b>
<b>Salary Scale</b>	<b>Leadership range L12 - L18</b>
<b>Hours of Work</b>	<b>Full Time (32.5 hours per week)</b>
<b>Weeks Worked</b>	<b>Full Year (52 weeks)</b>
<b>Responsible to</b>	<b>Vice Principal</b>
<b>Location</b>	<b>Jane Austen College</b>

#### **Main purpose of the role**

- To work with the Senior Leadership Team (SLT) to achieve excellent attendance across the school.
- To support the strategic development, share good practice and plan and deliver collaborative activities beyond the school for the benefits of our pupils.
- To present the school and its partners positively both within and beyond the school.

#### **Organisational relationships**

- Reporting to the Vice Principal.
- Line management responsibilities as directed by the Vice Principal.
- Liaison with Trust staff, external specialists and stakeholders, parents, carers, visitors and volunteers.

#### **Principal accountabilities and responsibilities**

<b>Overall</b>	<ul style="list-style-type: none"> <li>• To deliver the Academy and Inspiration Trust vision to ensure all pupils have access to, and effective support to engage with, high quality learning experiences.</li> <li>• To develop, maintain and be the specific point of contact for outside agencies to ensure ongoing effective partnership relationships relating to the key areas covered in the job description.</li> <li>• To liaise effectively with the Attendance Officer, SENDco and Safeguarding Lead to ensure that pupil needs are addressed as required.</li> <li>• To undertake line management as directed by the Principal and/or Vice Principal.</li> <li>• To lead on the analysis of performance data for areas within this remit and generate reports and commentaries as required for various stakeholders.</li> <li>• To lead the Academy in developing, embedding and maintaining equality, diversity and inclusion in all activities.</li> <li>• As appropriate, to undertake training to fulfil the role of a Designated Safeguarding Lead if required.</li> <li>• To lead personal development in the Academy</li> </ul>
<b>Education standards</b>	<ul style="list-style-type: none"> <li>• To ensure, with the Vice Principal and other key members of staff, that high standards of learning behaviour across the school are achieved, maintained and monitored.</li> </ul>

	<ul style="list-style-type: none"> <li>• To facilitate mentoring support plans and capability processes for staff required to improve professional practice.</li> <li>• To coordinate aspects of the tutor programme which relate to the scope of this role.</li> <li>• To deputise for the Vice Principal in their absence as required.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• To consistently deliver high quality leadership to ensure the overall quality of provision at the Academy through the creation of effective teams.</li> <li>• To provide well informed advice to the Senior Leadership Team and wider staff body based on sound knowledge of local, trust wide and national developments in education.</li> <li>• To gather, analyse and report the views of pupils, their parents/carers and other key stakeholders to the Senior Leadership Team and the Academy Committee regarding all aspects of the role.</li> <li>• To fulfil performance management arrangements and progress professional development for all members of the team.</li> <li>• To provide high quality mentoring and coaching to support staff at all levels to develop knowledge, confidence and effectiveness as required.</li> <li>• As appropriate provide high quality mentoring and coaching to Early Career Teachers and Trainees.</li> <li>• To support staff knowledge in regards to their responsibilities relating to Attendance, Inclusion and SEND.</li> <li>• To plan, deliver and evaluate professional learning opportunities on areas of direct responsibility or academy priorities as required</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• To lead the Academy attendance strategy including the development, implementation and regular view of an attendance strategy document and accompanying development plans</li> <li>• In conjunction with the Attendance Officer promote and improve attendance and punctuality and ensure consistency throughout the Academy.</li> <li>• In complex cases, take responsibility for detailed assessments and complete focussed individual casework with children and their families to improve attendance.</li> <li>• In a variety of ways including assemblies and training sessions, raise the profile of the importance of good attendance.</li> <li>• To ensure that the school develops and enacts an effective rewards strategy to support good attendance.</li> <li>• To ensure that all Academy attendance data is accurate and up to date and promote and monitor accurate register keeping.</li> <li>• To Commission relevant reports in relation to Attendance and Punctuality for all pupils attending the Academy and liaise with key staff regarding concerns and action</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• To ensure the smooth day to day running of the school.</li> <li>• To provide quality assurance that all staff adhere to all school processes and procedures.</li> <li>• To ensure sound financial management of own budgets.</li> <li>• To undertake an appropriate programme of teaching in accordance with the duties of an Assistant Principal.</li> <li>• To work with parents / carers and other stakeholders</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure all tracking systems are in place and the academy is compliant with all statutory responsibilities related to the areas being overseen.</li> <li>• To contribute to the Annual Development Plan, the Self Evaluation Form, Principal's Reports, and Strategic Plans.</li> <li>• To undertake other similar activities that may fall within the scope of the post as directed by the Principal or line manager.</li> </ul>
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### Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

### Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

### Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.

Person Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• First degree or equivalent</li> <li>• QTS</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate qualification or working towards</li> <li>• **Leadership Qualification/Specialist Qualification.</li> <li>• **Enhanced attendance training e.g. Fast Track/FPN</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven teacher, leader and educational strategist at appropriate phase level</li> <li>• Outstanding classroom practitioner</li> <li>• Proven ability to develop high quality, academic curriculum that exceeds the needs of its pupils</li> <li>• Proven experience of raising standards of achievement/attendance through innovative and collaborative practice</li> <li>• Successful involvement in performance management, self-evaluation process / annual development plan</li> <li>• Evidence of designing and implementing effective initiatives for raising pupil attainment and improving the quality of teaching and learning strategies</li> <li>• Successful working relationships with all stakeholders, including pupils, staff, parents/carers and the wider community</li> <li>• Successful experience in leading and managing at a team, and preferably whole school level</li> </ul>	<ul style="list-style-type: none"> <li>• Direct and successful experience of Ofsted inspection</li> </ul>

	<ul style="list-style-type: none"> <li>• Proven practice in leading, motivating and supporting staff to achieve high standards</li> </ul>	
<b>Skills, Knowledge</b>	<ul style="list-style-type: none"> <li>• Able to lead, motivate and develop people of all ages to work individually and in teams</li> <li>• Able to instigate and successfully manage change</li> <li>• Able to analyse and use data to establish benchmarks and set challenging targets for improvement on an individual, team, department and pupil level</li> <li>• Able to make decisions, identify and solve problems based on thorough analysis and sound judgement</li> <li>• Excellent interpersonal, written and oral communication and presentation skills</li> <li>• Strong organisational skills and ability to work well under pressure</li> <li>• Ability to delegate, plan and manage time effectively</li> <li>• Personal resilience and the ability to maintain staff morale at times of pressure and change</li> <li>• The ability to access educational research and apply it in innovative ways in order to improve standards</li> </ul>	<ul style="list-style-type: none"> <li>• Able to plan strategically for the future including teaching strategies and staff deployment</li> </ul>
<b>Personal qualities and attributes</b>	<ul style="list-style-type: none"> <li>• Able to evidence a commitment to on-going personal and professional development, including completion of/willingness to complete relevant leadership training.</li> <li>• A highly professional and positive role model acting as an ambassador for the Trust at all times</li> <li>• Possess integrity and relate appropriately to inspire commitment, enthusiasm</li> </ul>	

	<p>and confidence from staff, pupils, academy committee members and parents/carers</p> <ul style="list-style-type: none"> <li>• Evidence of life-long learning and an understanding of the importance of new ideas, taking appropriate risks and using challenges as an opportunity to grow and learn</li> <li>• A willingness to embrace and celebrate the ethos and values of the school</li> <li>• Respectful towards all pupils, with an unshakable belief in their entitlement to the highest equality education and ability to achieve whatever their personal circumstances</li> </ul>	
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Specifications marked with an \*\* are desirable at the recruitment stage but must be achieved within 12 months of securing a role.

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**Signature .....**

**Date .....**

**Name .....**