

## Job Profile: Assistant Principal (Attendance & Safeguarding)



Salary scale:	L14 - L18
Working hours:	1.0 FTE
Academy/department:	Lightcliffe Academy, Leadership Team
Responsible to:	Head of School / Executive Principal
Nature of contract:	Permanent

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### Job purpose:

- As a member of the academy's Senior Leadership Team to play a major role under the overall direction of the Head of School and Vice Principal in the management and strategic leadership of the academy.

### Job specific responsibilities:

Taking a strategic lead in attendance, safeguarding and other key aspects of school life which will be determined in consultation with the Head of School. As with any Assistant Principal, there is an expectation that the successful candidate is flexible and open to potentially developing within other roles in the future, depending on the context of the whole team and the academy's strategic direction.

It is expected that members of the Senior Leadership Team (SLT) will play an active role in ensuring the highest standards are set and maintained at all times in every aspect of school provision.

Specific responsibilities for the role will be agreed once appointments have been made. The main areas of responsibility will reflect the skills of the successful candidate and will be agreed upon appointment.

- To provide strategic leadership, clear direction and effective management of attendance and safeguarding in the academy as a whole.
- To contribute to the development and implementation of school policies, particularly in relation to attendance and safeguarding, in order to secure high levels of engagement, wellbeing and progress.
- To take a role in the collaborative school improvement planning process and take a lead on delivering identified priorities
- To support the development of a strategic plan with the Head of School, Vice Principal, Governing Body and other stakeholders.
- To support with implementation of the academy's improvement and development plans, policies and procedures through which the academy's objectives can be achieved.
- To take responsibility for line management of designated colleagues and resources in order to achieve objectives.
- To provide an excellent role model for colleagues and students, conveying high professional standards of behaviour, punctuality, attendance and appearance, maintaining high morale and confidence within the academy.
- To ensure a well organised environment, maintain a high-profile presence, being accessible and supportive to students, colleagues, parents/carers and the wider community.
- To ensure in any undertaking, to act with financial probity and in accordance with financial procedures.
- To contribute to and uphold the academy's policies on behaviour, discipline and bullying.

- To assist in the leadership, implementation and review of the academy's self-evaluation framework.
- To deputise for the Principal, Vice Principal or other members of the Senior Leadership Team as necessary.
- To provide strategic support for the development and assessment of teaching and learning through line management and the wider senior leadership role
- To assist in monitoring the quality of teaching and learning and student achievement in order to set and meet aspirational targets.
- To monitor the quality of provision through formal and informal processes including lesson observations and learning walks.
- To analyse progress data with relevant leaders, plan for and lead designated raising achievement interventions and strategies.
- To comply with and champion the academy's child safeguarding procedures and to report concerns to the Designated Child Protection Officer and to more senior channels where necessary.
- To contribute to monitoring and leading departments/areas in developing their self-evaluation.
- Support subject leaders in creating a rich learning focused curriculum which provides opportunities for students to develop as effective and self-motivated learners.
- To manage the budgets for specific areas of the academy's activity as determined by the Head of School.
- To participate in continuous development, engaging with training opportunities and the sharing of good practice
- To act as a Motivating Performance manager and assist in supporting and monitoring curriculum and pastoral areas.
- To contribute to and lead on continuous professional development activities for colleagues and evaluate outcomes.
- Help establish and maintain productive relationships with, and the effective involvement of parents and carers in their children's education.
- To undertake any professional duties reasonably delegated by the Head of School.
- To undertake a teaching role as required.
- To assist with recruitment and selection process, appointments and induction.
- To carry out supervisory duties in accordance with published schedules.
- To attend and advise meetings with colleagues, parents/carers and the Governing Body.
- To liaise with outside agencies and take responsibility for official statistics and returns as appropriate.
- To organise, attend and contribute to academy events and functions.
- To contribute to the PSHCE programme as required.

#### **Abbey MAT responsibilities**

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

*The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.*



## People Profile:

<b>Aptitudes, qualities and values:</b>	<b>Essential</b>	<b>Desirable</b>
An inspirational strategic leader, passionate about teaching and learning, pastoral care and student development	✓	
Track record of making a positive contribution to the wider life of the academy and community	✓	
Developed effective professional relationships with all	✓	
Ability to reflect critically, and respond to, performance and feedback	✓	
Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour	✓	
Ability to articulate, communicate and support the ethos and values of Lightcliffe Academy	✓	
Enabling the highest levels of student achievement through translating vision, ethos and values into practice	✓	
Enthusiasm to take the academy forward through a process of change, development and ongoing improvement	✓	
Commitment to leadership by example	✓	
Excellent interpersonal, written and oral communication skills	✓	
High level of emotional intelligence and self-awareness	✓	
Resourceful and creative	✓	
Excellent time manager	✓	
Personal resilience	✓	
Inspire, challenge, motivate staff and pupils towards a shared vision	✓	
Foster an open, fair and equitable culture, managing conflict where necessary	✓	
Prioritise, plan and organise self and others across the wide range of responsibilities	✓	
Think creatively in order to anticipate and problem solve	✓	
<b>Qualifications, knowledge, skills and experience:</b>	<b>Essential</b>	<b>Desirable</b>
Qualified teacher status for England (or equivalent)	✓	
Relevant degree (or equivalent)	✓	
Completion of DSL Training		✓
Completion of, or working towards, additional professional qualifications		✓
Excellent oral and written communication skills with an ability to negotiate at all levels	✓	
Evidence of high expectations which inspire, motivate and challenge every student	✓	
Evidence of track record of results that exceed expectations	✓	
Demonstration of in-depth subject and curriculum knowledge	✓	
Consistently plan and deliver well-structured lessons that enable all learners to make exceptional progress	✓	
Manage behaviour effectively to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning	✓	

Ability to ensure that a culture of safeguarding permeates all areas of academy life	✓	
Successful involvement in self-evaluation processes and data analysis as an aid in personal and school improvement, development and change	✓	
Good financial management skills	✓	
Ability to lead, motivate and develop staff and students to work independently and in teams towards a common goal	✓	
Ability to develop strategies and systems to raise student attendance	✓	
Awareness and understanding of the wider educational context and national accountability frameworks	✓	
Consistently good and outstanding teacher	✓	
Confident in use of ICT to support learning	✓	
Knowledge and understanding of the OFSTED statutory inspection framework	✓	
Successful working relationships with students, staff, parents/carers, Governing Body and the wider community	✓	
Experience of effective school improvement planning	✓	
Experience of effectively implementing strategies to improve attendance	✓	
Experience of effectively implementing strategies to promote and champion the safeguarding and wellbeing of all pupils	✓	
Secure knowledge of statutory duties and guidance relating to safeguarding policy and practice	✓	
Secure knowledge of statutory duties and guidance relating to attendance policy and practice	✓	
Experience of external examination processes	✓	
Experience of monitoring classroom performance across school/academy	✓	
Track record of successful leadership which has improved, at strategic level, the quality of classroom practice and teachers' performance and thereby the provision for and outcome of students	✓	
Successful experience in leading and managing change and innovation	✓	
<b>Safeguarding and promoting the welfare of students:</b>	<b>Essential</b>	<b>Desirable</b>
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

## Our Trust mission:

In Partnership to Educate, Nurture and Empower

## Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our students and staff are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

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