

Dinnington High School



Assistant Principal – Behaviour and Attitudes

Part of

LEAP

Multi Academy Trust

Assistant Principal – Behaviour and Attitudes

Role Description

The Assistant Principal will:

- Promote a culture of Achieving Excellence in order to ensure that every student can realise their full potential.
- Work with the Principal to ensure the vision and values of the school and Trust are clearly and effectively communicated to staff, students, parents and the wider community.
- Work with the Principal to determine and implement the school improvement priorities and implement the Trust wide improvement priorities.
- Deliver the highest possible educational standards and create a culture of high expectation in which students feel safe, valued and motivated to succeed.
- Provide expert and committed support for the Principal and the Leadership Team
- Play a significant role, as directed by the Principal, in leading the school on a day-to-day basis providing the consistent leadership necessary to ensure staff are supported, have high expectations and are fully committed to their students achieving excellent outcomes.
- Uphold the school values at all times, in the leadership of staff and students and working with parents and the community.
- Keep abreast of the national and local agenda and statute for all areas relevant to responsibilities.

Key Responsibilities

Be accountable to the Principal for leadership contribution to:

- Strategic leadership of pastoral provision within the school
- Strategic responsibility for Behaviour and Attitudes across the school, ensuring highly effective monitoring, support and challenge
- The safety and well-being of all students in the school, including being the Designated Safeguarding Lead

- Developing the aspirations and self-belief of all students and by doing so securing high quality learning, outcomes and progress for all students
- Contributing to key elements within the self-evaluation process
- The effective implementation of the vision, principles and policies of the LEAP Trust
- The preparation for Ofsted and other outside evaluations

Work closely with the Principal to contribute to:

- Developing the aspirations and self-belief of all students and by securing high quality personal development, learning, outcomes and progress for all students
- Contributing to the assembly and form time programme to uphold the school's vision and the wider development of students
- Developing a rich partnership with families and community
- Evaluating outcomes and practice, and planning for improvement in the school within specified areas of responsibility
- Helping to ensure efficient and effective use of resources across the school
- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders around school(s), the community and at school events and activities while sustaining the specific demands of the role
- Developing strong productive relationships with a wide range of stakeholders.

Work closely with Principal and other senior leaders to contribute to:

- Making a significant contribution to the assembly and form time programme to uphold the school's vision
- Making a significant contribution to the wider personal development of students
- Evaluating outcomes and practice, and planning for improvement in the school
- Ensuring that the needs of Disadvantaged, SEND and vulnerable students are always kept in focus in all our work

- Helping to ensure efficient and effective use of resources across the school
- Using data analysis to inform next steps
- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders around school(s), the community and at school events and activities while sustaining the specific demands of the role.
- Developing strong productive relationships with a wide range of stakeholders.

Work closely with the Principal to lead Behaviour and Attitudes, and Safeguarding through strategic leadership, oversight and co-ordination of the following:

- Promoting excellence in pastoral provision for all students, working with relevant leaders & teams, to ensure the whole provision is cohesive and that it promotes a positive school culture at all times
- Ensuring that safeguarding provision and practice is robust
- Supporting the development of our transition processes and close relationships with our primary schools so we know our students well before they start, we build on previous learning and diagnose gaps in learning
- Ensuring relevant school and Trust priorities are consistently monitored and effectively implemented
- Ensuring that key postholders are effectively supported, developed and challenged in the delivery of their roles

Work closely with the Principal to drive Leadership and Management by:

- Providing excellent leadership within the school, ensuring the successful delivery of the vision, ethos, aims and objectives of the Trust.
- Contributing to the setting of high standards and expectations for personal, student, and staff behaviours and actions in support of the achievement of the school's intended outcomes.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own development.
- Leading and contributing to cross-Trust developments aimed at enhancing capacity and developing best practice.

- Building a culture of high commitment, standards and drive for success through coaching, mentoring and motivating staff.
- Reporting to the Local Governing Body / Board of Trustees on school performance and the implementation of policies.
- Take responsibility for line managing specific individuals, teams and areas, being accountable for their performance and ensuring that they meet the overall standards expected by the school/Trust.
- Acting in accordance with policies and legislation affecting the conduct of the school, particularly those that govern health and safety matters and employment rights.
- Undertaking any other duties commensurate with the post as reasonably delegated by the Principal.

Assisting in the development, implementation and maintenance of:

- Effective strategies to promote engagement of the whole school community.
- Having substantial knowledge and effective experiences of addressing statutory safeguarding issues and helping to ensure the welfare of children is safeguarded and promoted in line with current best practice and any relevant legislation.
- Upholding the school's behaviour code and uniform regulations

Key Organisational Objectives

The postholder will contribute to the school's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Ensuring that the school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- Promote the ethos, values and strategic objectives of the school and Trust
- Ensuring compliance with Data Protection legislation.

- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Fulfilling the role of student mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.
- This post may require deployment at, and therefore travel to, other academies within the Trust, as directed by the Chief Executive/Principal.

Assistant Principal - Person Specification

Essential requirements are those without which an applicant will NOT be considered for appointment.

Personal attributes required base on Job Description	Essential E	Desirable D
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Qualifications

1. Qualified Teacher Status	E	
2. Qualified to degree level	E	
3. Relevant post-graduate qualification in education or management	E	
4. Relevant leadership experience linked to areas of the job description	E	
5. On-going engagement in leadership development		D

Experience

1. Recent experience as a middle leader/senior leader of a secondary school.	E	
2. Track record of providing inspiration, strategic thinking, planning and strong leadership and achieving successful outcomes for students, staff and governors.	E	
3. Track record of delivering and sustaining progressive improvements in areas of responsibility.	E	
4. Experience of implementing a successful school-wide strategy.	E	
5. Evidence of successful management of data provision	E	
6. Experience of leading on behaviour.		D
7. Experience of successful and robust staff management.	E	
8. Experience of working in a multi-academy trust environment.		D

Knowledge and Understanding

1. Detailed knowledge of areas included in the Job Description.	E	
2. Full knowledge of the current Ofsted framework.	E	
3. Excellent knowledge and understanding of the use of data and key performances indicators in determining benchmarks to set school targets.	E	
4. Knowledge and understanding of the role of the Governing Body.		D
5. Successful experience of work with Governors		D
6. Knowledge of legislation and best practice in academy management and development.	E	
7. Knowledge of effective technologies to support teaching, learning and management.	E	
	E	

8. Up to date knowledge of suspensions and permanent exclusion legislation and processes		
Skills and Abilities		
1. Have a good, up-to-date working knowledge and understanding of a range of teaching and learning strategies and know how to use and adapt them, including how to personalise learning to provide opportunities for all learners to achieve their potential.	E	
2. Ability to develop effective relationships with students and staff.	E	
3. Excellent communication skills, both verbal and written, with the ability to negotiate and consult tactfully and effectively; to achieve desirable outcomes.	E	
4. Strong ability to present to a wide range of audiences.	E	
5. Excellent ability to make well-judged decisions based upon accurate analysis and interpretation of appropriate data or information.	E	
6. High level pro-active and creative thinking to anticipate issues, address problems and pursue opportunities.	E	
7. Strong resilience to operate in a challenging environment.	E	
8. Readiness to seek and respond to advice and guidance.	E	
9. Excellent collaborative working skills to perform effectively as part of the wider leadership team.	E	
10. Expert and robust people management and leadership skills; to lead by example.	E	
11. Determination to promote equality of opportunity throughout all aspects of academy life.	E	
12. Ability to set, expect and monitor excellent standards.	E	
13. Strong ability and drive to achieve challenging personal and organisational goals.	E	
Other Attributes		
1. Evidence of having undertaken recent and relevant continuous professional development and to demonstrate the impact of this in work practice.	E	



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