
Belfairs Academy



Job Description

Assistant Principal
Behaviour and Welfare

Post title	Assistant Principal – Behaviour and Welfare
Reporting to	Vice Principal - Behaviour and Welfare
Job Purpose	<p>Core responsibility:</p> <ul style="list-style-type: none"> • To support the Vice Principal in the strategic leadership, management and development for ongoing improvement of the Academy. • Be a role model to all stakeholders and respond to situations in a prompt and considered way that promotes Belfairs Academy and its partners at all times. • Take a lead role in realising our vision to teach our students to foster respect and responsibility and empower them to embark on future challenges with excitement and confidence. • Create an achievement culture that promotes excellence, equality and diversity and high expectations of students and staff. • Embody our values as a lead professional and role model of professional conduct for staff and students. • Evaluate performance to identify and implement priorities for continuous improvement and to raise standards. • Ensure and develop effective leadership and management to secure success for all. • Establish effective and efficient systems and procedures for the smooth operation of the Academy. • To lead a whole school strategy to ensure the promotion of the importance of mental health. • Pastoral line management: undertake the role of critical friend providing robust challenge and support for Year Leaders. • Work with the VP to monitor students' behaviour, conduct rewards, sanctions and ensure that the highest standards are maintained at all times. • To line manage and empower the Year Leaders to ensure that tutors provide the highest levels of pastoral support and academic mentoring for their students. • To support in staff development and training. • Maintain awareness and knowledge of contemporary trends, developments, theory and methods in the transformation of and provide suitable leadership and interpretation to Governors, leaders, managers and staff within the Academy. • To act as one of the Designated Safeguarding Leads for the academy. • Informal observation of day-to-day learning, teaching and behaviour around the academy through visits to departments and discussions with teaching staff and pupils. <p>Continuing Professional Development:</p> <ul style="list-style-type: none"> • Actively seek opportunities to improve own professional learning. • Share strategies for success with others, adopting an 'open academy' approach to practice.

	<ul style="list-style-type: none"> • Undertake professional development necessary as identified in Academy Improvement Plan or performance management reviews. <p>In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific cases.</p> <p>The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time to meet the changing demands of the Academy after consultation with the postholder.</p>
General	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, and confidentiality, reporting all concerns to an appropriate person • Contribute to the overall ethos/work/aims of the Academy • Appreciate and support the role of other professionals • Attend relevant meetings as required • Treat all user of the Academy with courtesy and consideration • Present a positive personal image, contributing to a welcoming Academy environment which supports equal opportunities for all • Comply with health and safety policies and procedures at all times • Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times