



Job Description: **Assistant Principal – Behaviour & Attitudes, Attendance and Careers**

Purpose:	<ul style="list-style-type: none">• To work as part of the Leadership Team in developing and maintaining the Catholic ethos of the whole College.• To ensure students feel safe, are valued and protected.• To provide professional leadership for the College to facilitate high-quality teaching, effective use of resources and improved standards of learning and achievement for all students.• To promote the development of each child, spiritually, socially, emotionally and academically.• To play a leading role in the process of College self-evaluation.• To develop and enhance the practice of others as appropriate and to take responsibility for systems to monitor and improve processes and protocols within specific areas of responsibility i.e. behaviour.• Lead behaviour systems and processes, ensuring there are good standards of behaviour and consistency throughout the College.• To be accountable for leading, managing and developing the Behaviour for Learning (BfL) Manager and BfL team.• To lead on attendance of the College.• To oversee and organise the strategic approach and implementation of the college's rewards policy.• To effectively manage and deploy teaching/support staff, financial and physical resources as appropriate, within an approved remit.• Undertake the role of careers lead.• To support the work of other colleagues in the role of line manager.• Work in partnership with Governors, the Principal and other senior leaders.
Reporting to:	Principal / Vice Principal
Responsible for:	<ul style="list-style-type: none">• Behaviour for Learning (BfL)• Behaviour and attitudes of students in College• Ensuring high expectations of behaviour throughout the College• Attendance• Rewards• Enterprise and business links• Careers and Careers Quality Mark• Managed transfers• BACs (Behaviour & Attendance Collaborative)• Restorative practices• Student chronologies• Line management of a Faculty Leader, BfL team, Attendance team and Careers• A year group SLT link



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Liaising with:	Principal, Vice Principal, Assistant Principals, BfL and Attendance teams and relevant staff with cross-College responsibilities, relevant non-teaching support staff, Governors, Diocese, LA staff, and other outside agencies, parents.
Working Time:	Full-time
Salary/Grade:	Leadership 13 – 17
Disclosure level:	Enhanced
Operational/ Strategic Planning:	<ul style="list-style-type: none"> • To share in the writing of the whole College development plan and self-evaluation documentation. • To actively contribute to the work of the Senior Leadership Team. • To actively support the work of Governors. • To deputise for the Principal and Vice Principal as and when required. • To lead and work with others to ensure that the work of the BfL team fully promotes and reflects the College's distinctive ethos, virtues, and mission. • To work with colleagues to formulate aims, objectives and strategic plans for designated areas, which have coherence and relevance to the needs of students and to the aims, objectives, and strategic plans of the College. • To lead or oversee the development of appropriate policies for Behaviour for Learning & Rewards, Attendance, Exclusion & Suspensions, Anti-Bullying and Careers Education. • To lead and manage the strategic planning of the allocated subject department, and to ensure that the planning activities reflect the needs of students within the subject area, SIP/FIP and the aims and objectives of the College. • The day-to-day management, control, and operation of the BfL team, including effective deployment of staff and physical resources. • To implement College Policies and Procedures, e.g. Equal Opportunities. • To support those being line managed so that their work fully promotes and reflects the College's distinctive ethos and mission and that they formulate aims, objectives and strategic plans for their areas that have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the College. • To work with the Attendance team to develop strategic planning and operational procedures.
College Curriculum Provision:	<ul style="list-style-type: none"> • To work as part of the leadership team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme for specific students or groups of students which complements the School Improvement Plan.
College Curriculum Development:	<ul style="list-style-type: none"> • To keep up to date with national developments in teaching practice and methodology. • To ensure that the development of areas line managed are in line with national developments, initiatives, guidance and policy.
Staffing:	<ul style="list-style-type: none"> • To work with the Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To be responsible for the efficient and effective deployment of relevant support staff. • To undertake appraisal review(s) and to act as reviewer for a group of staff.



	<ul style="list-style-type: none"> To undertake Safer Recruitment training and participate in the recruitment and interviewing process for teaching/support staff posts when required and to ensure effective induction of new staff in line with College procedures. To promote teamwork and to motivate staff to ensure effective working relations. To be responsible for the day-to-day management of staff as appropriate and act as a positive role model.
Quality Assurance:	<ul style="list-style-type: none"> To ensure the effective operation of quality control systems. To establish the process of the setting of relevant targets e.g., reducing exclusions, and to work towards their achievement. To monitor implementation of the BfL policy providing support and challenge as appropriate. To monitor the BfL manager and BfL team ensuring consistency in application of College policy. To establish common standards of practice within relevant teams. To implement College quality procedures and to ensure adherence to those within managed areas. To take a role in monitoring and evaluating the work of the College in line with agreed College procedures including evaluation against quality standards and performance criteria. To monitor and evaluate the work of relevant teams in line with agreed College procedures including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. To ensure that the quality assurance procedures of the areas within own responsibility meet the requirements of self-evaluation and the Strategic Plan. To engage in quality assurance processes in relation to attendance.
Management Information:	<ul style="list-style-type: none"> To ensure the maintenance of accurate and up-to-date information concerning students on the management information system. To analyse and evaluate performance data related to areas of responsibility. To identify and take appropriate action on issues arising from data, systems, and reports, setting deadlines where necessary and reviewing progress on the action taken. To produce reports within the quality assurance cycle. To produce reports on areas of responsibility as appropriate. To provide the Governing Body with relevant information within designated remit.
Communications:	<ul style="list-style-type: none"> To ensure that those line-managed are fully understanding of their responsibilities. To ensure effective communication/consultation as appropriate with parents/carers of students. To liaise with partner colleges, outside agencies e.g., LA, social workers etc. To provide relevant information for the Principal and Governors.
Marketing and Liaison:	<ul style="list-style-type: none"> To contribute to College liaison and marketing activities, e.g. the collection of material for the newsletter. To engage in the effective promotion of the College at Open Evenings, Parents Evenings and other events. To actively promote the development of the College with external agencies.



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Management of Resources:	<ul style="list-style-type: none">• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying given budgets, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
Teaching:	<ul style="list-style-type: none">• To undertake a programme of teaching in accordance with the duties of a standard scale teacher with the appropriate lesson loading.
Safeguarding:	<ul style="list-style-type: none">• To take responsibility for promoting and safeguarding the welfare of children and young people within the College, always upholding the College's policies in respect of Safeguarding and Child Protection.
Catholic Life:	<ul style="list-style-type: none">• To support and uphold the Catholic ethos and practices of the College, living out our focus virtues in all aspects of your role, encouraging staff and students to follow your example.
Additional Duties:	<ul style="list-style-type: none">• To play a full part in the life of the College community.• Leading Catholic Life strategy may be a possible addition to the role depending on the successful candidate. This will be for discussion and mutually agreed.