



Job Title	Assistant Principal - Behaviour Attitudes and Personal Development
Academy	Richard Barnes Academy
Reports to	Principal
Line Management of	SSO, DSL, Attendance manager and others as appropriate
Salary / Grade	L12-L16
Date Last Evaluated	N/A
Core Purpose	To secure a culture where pupils are regular attenders, confident, self-assured learners and their attitudes to learning and school have a strong, positive impact on their progress and next steps.

Key Responsibilities

Leadership

- To secure high expectations for learners' behaviour and conduct whilst ensuring these are applied consistently and fairly.
- To secure positive learners' attitudes to their education through learners taking pride in their achievements.
- To consistently develop relationships among learners and staff to reflect a positive and respectful culture.
- To support all leaders in upholding and developing the behaviour framework.
- To develop student leadership in school so children are empowered to drive school improvement.
- Create strong professional relationships with Secondary schools and the Local Authority through regular and meaningful partnership work.
- To consistently develop pastoral and behavioural systems with staff, students, and other stakeholders.
- To oversee and develop the Tutoring Programme
- To oversee, develop and embed the Recognition culture so all children achieve
- To oversee and develop the Careers Programme to aid transition through all Key Stages through work experience places, where appropriate.
- To oversee educational visits.
- To work with staff to secure good attendance of all our learners.

Operational Responsibilities

Working closely with key staff in the relevant areas:

- To model outstanding teaching
- To develop the curriculum/pastoral system to ensure it provides opportunities both within and outside the Academy setting to support learners and develop their character including resilience, confidence and independence and help learners know how to keep physically and mentally healthy.
- To work strategically with the SEND and Hub staff to develop integrated support for all our vulnerable learners.
- To support tutors and teaching staff in identifying effective strategies/interventions that continue to raise levels of progress.
- To secure high expectations for learners' behaviour and conduct whilst ensuring these are applied equitably, consistently and fairly.
- To support in the development of student leadership within the Academy.
- To plan and implement the Academy duty rotas.
- To manage cover on a daily basis whilst liaising closely with local HR.
- To develop and collect data that supports impact of all work carried out and then develop strategies to constantly raise aspirations.

- To enhance current behaviour systems and work through staff to actively reduce Behaviour Support Requests, Inclusions and Suspensions.
- Work closely with external services to secure the best outcomes.
- Frequently monitor attendance, behaviour and progress data and use this effectively to identify next steps/appropriate interventions with other leaders.
- Update and oversee effective fire regulation within the Academy.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community, and other stakeholders.
- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.

Attribute	Essential or Desirable	Assessment
Qualifications		
Qualified Teacher Status	E	A
Evidence of continuing Professional Development	E	A
Knowledge and Understanding		
Firm working knowledge of the current Educational practices	E	A/I
Knowledge and understanding of Academy Improvement Planning	E	A/I
Knowledge and understanding of whole school behaviour management systems	E	A/I/T
Skills and Abilities		
To be strategic in your thinking and be able to identify clear priorities and related actions in order to improve behaviour, attitudes and Personal Development	E	I/T
To build good relationships with young people, parents, and key stakeholders.	E	I/T
To have a flexible approach and be able to prioritize workload effectively.	E	I/T
Proficient in the use of ICT, assistive technology and software programmes to support accessibility of the curriculum.	E	A/I/T
Experience		
Consistent track record of raising achievement through outstanding classroom practice.	E	I/R
Experience of teaching young people with a range of complex needs.	E	A/I/R
Evidence of developing and enhancing the teaching practice of colleagues through coaching/ mentoring and delivering high quality CPD.	E	I/R
Experience of leading staff teams effectively.	E	A/I/R
Experience in leadership	E	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	I/T
Commitment to equality and diversity in the workplace.	E	A/I/T
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	I/T

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R – Reference