

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Assistant Principal for Personal Development	Location	Lynn Grove Academy
Salary	Leadership Scale	Hours	Full-time leadership, 1.00 (FTE)
Department	Senior Leadership	Reports To	Vice Principal

JOB PURPOSE:

To work alongside the Vice Principal, and other team members of the Senior Leadership Team, to ensure excellence across all areas of the Academy. To gain whole-school experience, and further develop our well-established Personal Development (PD) offer. The post holder will line manage leaders of areas of the Academy under their strategic responsibility.

This is a unique opportunity for an experienced middle leader or aspiring senior leader to join our innovative and successful Senior Leadership Team. As well as wider leadership responsibilities and helping to shape the overall direction of the school, the successful candidate will play a key role in shaping the experiences and opportunities that enrich the lives of all pupils at Lynn Grove Academy. We are passionate about widening our team with a dedicated and ambitious new leader who prioritises holistic development of pupils' lives.

KEY RESPONSIBILITIES AND DUTIES:

Leadership and Management

- Line manage colleagues responsible for key areas within the Personal Development (PD) remit, including (but not limited to) PSHE, Work Experience, and Careers.
- Oversee the delivery and quality of assurance of the form time provision, ensuring consistency and impact across the academy.
- Support, monitor, and challenge line managed leaders to drive improvements in their team.
- Provide coaching and mentoring support to line managed colleagues.
- Support and monitor leaders tackling underperformance and upholding excellent standards of behaviour and safety.
- Consider and support the well-being and safeguarding of all students, adhering to the school's Child Protection Policy and SEND Code of Practice at all times.
- Consider and care for the health and safety of themselves, colleagues, and students.
- Treat information about students and staff with due sensitivity. Adhere to general data protection regulations at all times. Respect confidentiality where appropriate.
- Demonstrate consistently high standards of personal and professional conduct:
 - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position.
 - Having regard for the need to safeguard students' well-being, in accordance with statutory provisions.
 - Showing tolerance of and respect for the rights of others.
 - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

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- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Have proper and professional regard for the ethos, policies, and practices of the Academy, following the Academy's policies at all times.
- Maintain high standards of personal attendance, presentation, and punctuality.

Strategic Development

- Drive improvements and innovation within the PD curriculum.
- Ensure compliance and alignment with statutory guidance and also Lynn Grove Academy's vision and ethos.
- Have the highest expectations for all students at all times, including both their academic success and personal development.
- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.
- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.
- Recognise, reward, praise, and promote student success wherever possible.
- Ensure equality for all students by consistently upholding all school policies relating to student conduct, for example: behaviour, mobile phones, uniform, etc.
- Have the highest expectations for the Academy's provision for students at all times, including both our academic provision and quality of safeguarding and welfare.
- Be an outstanding classroom practitioner.
- Ensure academy policies and procedures are adhered to at all times.
- Recognise and celebrate success and achievements of students and staff.
- Maintain a prominent visible presence monitoring the work of the Academy on a daily basis.
- Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.

Quality Assurance

- Monitor and evaluate the effectiveness of PD provision through data analysis, observations, and feedback.
- Report on progress and impact to the Senior Leadership Team.
- Set and monitor progress toward appropriate performance targets for line managed areas.

Team Collaboration

- Work closely with SLT colleagues to embed PD into the wider curriculum and school culture.
- Support and develop staff within the PD team to deliver high-quality provision.
- Positively represent the Academy and the Trust, and be a role model for our values at all times, both in the Academy and in the wider community.
- Clearly communicate information to students, parents, staff, and governors, in an appropriate manner, so that all stakeholders understand our goals and contribute to the Academy's success.
- Model welcoming, sensitive, and constructive communication, with all stakeholders at all times.

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- Participate fully in Academy life through involvement in clubs and trips wherever reasonably possible.
- Represent the Academy at after school events and evenings relevant to the role, as per the Academy calendar.

Variation

- Undertake other duties;
 - Commensurate to the post holder's abilities, position, and grade, as requested by the Principal or line manager,
 - Of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> Qualified Teacher Status. Degree in relevant subject. Recent and relevant CPD. 	
EXPERIENCE	<ul style="list-style-type: none"> Proven success as a senior or middle leader with a significant impact in their current role. Experience of line managing multiple staff and leading complex areas of responsibility. Successful experience of teaching at key stage 3 and 4. 	<ul style="list-style-type: none"> Experience in leading aspects of Personal Development, PSHE, or Careers. Evidence of driving whole-school initiatives.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Strong understand of curriculum design and implementation. Proven ability to deliver well-planned and stimulating lessons. Demonstrable knowledge and understanding of effective behaviour management strategies and the ability to put these into practice. Demonstrable understanding of the strategic leadership of attendance. Demonstrable understanding of how to improve attendance. 	

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	<ul style="list-style-type: none"> • Deep knowledge of what constitutes effective teaching and learning. • Ability to use evidence to inform practice. • Understanding of how children learn and the ability to translate this into classroom practice. • Demonstrable experience of devising effective strategies to support students from vulnerable groups. • Knowledge of current educational policy and initiatives. • Demonstrable understanding of accountability frameworks. 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Highly organised with exceptional attention to detail. • A team player aligned to the vision and ethos of Lynn Grove Academy. • Strong data analysis skills. • Ability to evaluate the quality of students' progress using a range of evidence. • Proven ability to coach and mentor colleagues effectively. • Exceptional communication skills. • Proven ability to hold colleagues to account. • Proven ability to establish productive and collaborative working relationships with staff. • Proven ability to establish productive professional relationships with children, and parents. 	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

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Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

