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| **Title of Post** | Assistant Principal (Behaviour and Attendance) |
| **Scale** | Leadership Group Pay Spine L12 – 16 |
| **Reporting to** | Principal |
| **Responsible for** | Heads of Year, DSL, Pastoral Support Managers, Attendance Manager and Attendance Officer |
| **Leading on** | * Behaviour, rewards and sanctions * Attendance oversight * Pupil Premium * Personal Development * Staff Fidelity to School Values * School duties * Admissions and Census |
| **Job Purpose** | The core purpose of the Assistant Principal is to support the Principal and, as a member of SLT, to provide professional leadership and management for the school, to embody the vision, ethos and aims of Fulwood Academy and to enable all its students to show their ‘Personal Best and No Excuses’.  To take specific responsibility for behaviour and attendance and will be expected and take the lead in new developments to enable the school to meet changing needs and improvement in these arears. |
| **Main Areas of Responsibility** | * To provide vision and leadership for the Staff and to promote and develop whole academy policies and procedures * To assist to raise standards of teaching and learning leading to higher standards of achievement * As a member of the Senior Leadership Team to contribute fully to effective leadership of the academy leading to improved standards of all aspects of the academy’s work * To provide leadership of, and take accountability for, student behaviour and attitude * Lead and manage strategies that ensure outstanding student behaviours and lead to measurable improvement * Lead and manage strategies that ensure positive student attendance and lead to measurable and sustained improvement * To line manage designated group of a of staff, ensuring that those staff work to effect continuous improvement * To promote the ethos, aims and objectives of the academy * To contribute in determining the strategic direction and development of the academy * Managing staff and resources and monitoring progress towards the achievement of academy aims * To undertake a designated teaching programme * Act as a Reviewer in relation to performance management and the professional development of designated staff |
| **Main Duties** | * Support the Principal * Ensuring the vision for the academy is clearly articulated, shared, understood * Demonstrating the vision and values of the academy in everyday work and practice * Play a leading role in the academy improvement and academy self-evaluation planning process * Manage school resources under direction of the Principal and DFO * Devise, implement and monitor action plans and other policy developments * Lead by example to motivate and work with others * Lead by example when implementing and managing change initiatives in partnership with the Principal * Promote high expectations for attainment and achievement * Promote a culture of inclusion within the academy community where all views are valued and taken in to account * Work with outside agencies and stakeholders to inform future action * Carry out a designated programme of teaching |
| **Supporting Teaching and Learning** | * Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the academy community * Develop implement and maintain an effective behaviour for learning strategy that all staff follow * Develop implement and maintain an effective attendance strategy that all students follow * Maintain a highly visible presence throughout the Academy ensuring positive interaction with all members of the Academy community * Monitor and target progress to raise standards of behaviour and attendance and ensure a continuous and consistent academy-wide focus on improving culture * Engage parents and other carers in the progress and success of their children * Monitor, evaluate and review behaviour classroom practice and promote strategies for continuous improvement |
| **Staff Development** | * Develop an ethos which encourages and nurtures collaboration, innovation, individual and team creativity, and a culture of high expectations for all * Ensure all staff responsibilities are clearly defined, understood and agreed * Regularly review own practice, set personal targets, and take responsibility for own personal development * Manage own workload and that of others to allow an appropriate work/ life balance |
| **Managing the Organisation** | * Produce and implement clear, evidence-based improvement plans and policies for the development of the academy and its faculties * Work with the Principal to ensure that policies and practices take account of national and local circumstances, policies and initiatives. * Work with the Principal to recruit, retain and deploy staff appropriately * Work with the Principal and DFO to manage the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations * Ensure the day-to-day effective organisation and running of the school |
| **Securing Accountability** | * Develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes * Take responsibility for promoting and safeguarding the welfare of children and young people within the academy * Work with the Principal, providing information, objective advice and support, to enable them to meet their responsibilities * Work with the Principal to ensure individual staff accountabilities are clearly defined, understood, agreed and subject to rigorous review * Develop and present a coherent and accurate account of the academy’s performance to a range of audiences, including Trust, Governors, parents and carers |
| **Strengthening Community** | * Work with the Principal in developing the policies and practice, which promote inclusion, equality and the extended services that the academy offers * Develop and maintain contact with all specialist support services as appropriate * Promote the positive involvement of parents/carers in academy life * Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties * Strengthen partnership and community working * Promote positive relationships and work with colleagues in other schools and external agencies |
| **Corporate Responsibility** | * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop * Contribute to the overall ethos/ work/ aims of the Academy * Appreciate and support the role of other professionals and support staff * Attend and participate in relevant meetings as may be reasonably required * Play a full part in the life of the Academy community, supporting its distinctive mission and encouraging staff and pupils to follow this example * Promote actively the Academy corporate policies. * Comply with the Academy health and safety policy and undertake risk assessments as appropriate |
| **Safeguarding** | * The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so |
| **Other Specific Duties** | * Carry out the duties in the most effective, efficient and economic manner * To continue personal development in the relevant area * To participate in the staff review and appraisal process * To participate in relevant safeguarding& safety training to ensure current knowledge and practice relevant to the area is maintained |

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified.

Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description.

This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It is current at the date shown, but in consultation with the post holder may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

The Trust will endeavour to make any reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.