JOB DESCRIPTION

Post title:	**Assistant Principal - Head of House**
Academy:	**Excelsior Academy**
Reporting to:	**Principal**
Salary/Pay range:	**L11 – L15**
Hours of work:	**Full time**

Purpose of Job

Leading, managing and monitoring the behaviour of pupils and their personal development throughout the Academy in one of the three Excelsior Houses, ensuring that all students make expected academic progress and fulfil their potential.

Main Duties and Accountabilities

- Accountable for CEIAG (whole Academy).
- Accountable for daily House operations.
- Accountable for House tutor programme.
- Accountable for House assembly programme.
- Accountable for House lunchtime programme.
- Accountable for House pupil behaviour, welfare and development (working with House Welfare Manager and aligned with Academy behaviour and welfare strategy and policies).
- Accountable for House attendance strategy (aligned with Academy attendance strategy and policies).
- Accountable for House detention programme (aligned with behaviour strategy and policy).
- Accountable for House rewards system (aligned with behaviour strategy and policy).
- Accountable for calendared celebration events.
- Monitor House achievement and share pastoral information / potential barriers to learning with standards VP.
- Liaise with curriculum and standards VPs on House achievement and progression.
- Liaise with behaviour, attendance and personal development VP on in-house Alternative Provision referrals.
- Lead on the recommendation of House fixed term exclusions.
- Work collaboratively with other senior staff and their strategic teams to ensure effective pupil progression from KS2 to KS5, including their welfare and development.
- Work collaboratively as a member of the senior management team of the Academy to promote high standards of behaviour and conduct by all pupils and students within the Academy at all times.

Responsibilities Include

- Ensure high standards of behaviour and attitudes of all pupils.
- Ensure that Excelsior Academy is a welcoming and stimulating learning environment where pupils of all abilities and backgrounds feel supported to achieve their potential.
- Contribute to, implement, monitor and evaluate the Academy Development Plan and Raising Achievement Plan for Excelsior Academy.

- Ensure that effective and timely interventions are made (in liaison with the House Welfare Manager) to promote high standards of pupil welfare and safeguarding.
- Implement, deliver and monitor the application of all Academy policies within Excelsior Academy, with specific reference to those relevant to standards of pupil behaviour and attitudes.
- Ensure effective (shared) appraisal for the House welfare and behaviour team. Monitor, evaluate and report on its impact to the Vice Principal.
- Take responsibility for the outcomes of the appraisal cycle for pastoral staff and ensure all pay recommendations are implemented, Performance Improvement Plans and Coaching Plans are written and implemented effectively.
- Ensure that best practice in relation to behaviour, attendance and pupil welfare is identified and shared.
- Identify concerns (in liaison with the Welfare Manager) with regards to pupil welfare, attendance and behaviour and implement effective intervention.
- Maintain an overview of the behaviour and attitudes of all students and contribute to the effective strategy for tracking and intervention to ensure that all achieve their potential.
- Ensure that parents/ carers as well are kept fully informed of the progress of their children.
- Ensure that the Vice Principal is kept fully informed on the behaviour, attendance and welfare and their impact on ensuring pupil progress.
- Establish and develop collaborative links with other schools and Academies, both within LST and externally, to ensure best practice with regard to pupil behaviour, attendance and welfare is delivered at all times.
- Ensure that the Academy continues to be Gatsby compliant and that existing and new enterprise links are set up productively and effectively.
- Ensure that the Vice Principal and Principal are regularly updated on the profile of CEAIG at Academy, regional and national level.
- Ensure effective leadership of CEIAG partnerships with NE LEP, Ford NGL and the Edge Foundation.
- Ensure that the calendared celebration events programme is of the highest quality and that the public profile of the Academy is enhanced as a result of the planning, preparation and delivery of each event.
- Ensure that staff play a full part in the life of the Academy and are given every opportunity to develop positive working relationships with staff and pupils.
- Work with parents / carers to ensure effective home / Academy communication.
- Within the Senior Leadership Team to contribute positively to meetings, represent the Academy at internal and external events and take responsibility for broader, overall academy leadership functions such as strand and subject leadership and Academy monitoring.
- Be an outstanding teacher and colleague ensuring that classes taught make strong progress.

Other Duties
- Any other duties as may reasonably be requested by the Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety
- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Promote the safeguarding and welfare of children and young persons the post holder is responsible for or comes into contact with.
- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required.