


Name		<h1>Alec Reed Academy</h1> <h2>Job Description</h2>
Post No.		
Date drafted	September 2015	
Date reviewed	May 2021	
 <p>ALEC REED ACADEMY PROUD TO LEARN</p>		<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.</p> <p>It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.</p> <p>Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>

MANAGEMENT DETAILS

Job Title	Assistant Principal – Head of Key Stage 5
Location/work base	Secondary Phase
Grade	Leadership Scale L13-18
Reporting to:	The Board of Trustees through the Principal & CEO
Line Manager	Principal & CEO
Posts directly supervised:	Heads of Post 16 Post 16 SaFE (Student & Family) Worker Post 16 Independent Study Supervisor Curriculum Leaders in designated areas Head of Careers BTEC Quality Nominee
Staff or contractors indirectly supervised	

THE MAIN PURPOSE OF THE JOB

Purpose:

- To drive improvement and lead on pupil achievement and progress at Key Stage 5. Ensuring the highest quality educational experience for all pupils promoting their personal growth and academic success
- To reinforce the ethos and core values of the academy and support the strategic drive towards outstanding through the leadership and development of teams to provide the best education for our pupils
- To motivate and inspire staff, pupils, parents/carers and families and the wider community to develop a learning culture, underpinned by happy engagement and challenging learning, where every pupil achieves his or her potential
- To support the design and execution of the school improvement plan and develop and maintain excellent standards within Key Stage 5
- To enable the wellbeing and success of Key Stage 5 pupils in the secondary phase at Alec Reed Academy through the development of a learning environment that enables every member of our school community to feel valued and loved in an atmosphere that is safe, happy and orderly
- To promote and market the academy to potential pupils, parents/carers the wider community and all those who influence a child's choice of education provision.

SPECIFIC DUTIES AND RESPONSIBILITIES

Specific responsibilities

Strategic Leadership

- Clearly communicate your role to all pupils, parents and visitors to the academy and the wider secondary phase community
- Have a significant contribution in formulating the aims and objectives of the Academy and the organisations overall strategy for improvement, ensuring policy decisions made at Leadership Team meetings are implemented and monitored
- Oversee management of KS5 budget allocations
- Through inspirational leadership and management strategically plan the development of KS5, leading by example, modelling and disseminating good practice
- Develop a positive and constructive partnership with parents and the local community
- Positively promote KS5 on the website, in the press and in the weekly and termly publications ensuring that the reputation of the academy is enhanced within the local community and beyond
- Be responsible for the recruitment and maintenance of student numbers at KS5 including the production of the Post 16 prospectus, planning of events such as Open Evening and the organisation and scheduling of interviews for internal and external candidates to Post 16
- Ensure that the Academy's Child Protection, Health & Safety and Safeguarding Policies are being followed within KS5 and that pupils' emotional health and wellbeing are being monitored, supported and developed
- Devise and maintain a calendar of events for KS5 and publish these to staff.

Standards and Achievement at KS5

- Establish rigorous and reliable self-evaluation procedures within KS5 ensuring that every pupil is set challenging targets that build upon pupils' achievements at the end of Key Stage 4 and build continuity and progression
- Support the Academy's Data Manager to implement baseline assessments and testing and to assess, record and report on pupil attendance, progress, personal development and attainment
- Provide detailed analysis of the academic progress at KS5 to the Leadership Team and Board of Trustees
- Be responsible for ensuring good conduct, standards of dress and general behaviour of KS5
- Be responsible for the attendance and punctuality of KS5 students at the Academy, taking appropriate action to address poor attendance, punctuality or behaviour
- Lead the creative development of the KS5 ensuring that accommodation is maintained to the highest level and displays regularly updated, relevant and informative
- Be pro-active in developing and overseeing rewards and sanctions for KS5 students and take a lead role in the organisation of celebration assemblies.

Teaching & Learning at KS5

- Monitor the quality of the learning experience for pupils at KS5 and co-ordinate mentoring, 'catch-up' and intervention strategies in order to raise achievement and secure the best possible outcomes for all pupils
- Work with all colleagues to ensure the highest quality of teaching and learning: maximising pupils' self-esteem, motivation, aspiration and achievement
- Ensure that the KS5 curriculum provides creative, innovative and flexible learning and employment pathways underpinned by appropriate qualifications
- Take a strategic lead in the development and implementation of changes in policies, practices, guidance and all curriculum initiatives
- Oversee the administration and co-ordination of examination entries and support the organisation Examinations Officer in the administration of results, on results days including liaison with the press or examination boards

Leadership and Management

- Carry out the professional duties of an Assistant Principal as circumstances may require, under

the reasonable direction of the Principal / CEO. Informing the Principal of any matter that may affect the management of the academy

- Be a pro-active problem solver, showing initiative and offering solutions to challenges and issues as they arise
- Play a leading role in the daily management of the academy and act as a presence and role model around the academy to influence pupils and staff
- Lead and manage staff in an appropriate manner, offering support, encouragement, guidance, and relevant training. Identifying and sharing the most effective practice that encourages and enables colleagues to develop as outstanding practitioners
- Monitor, support and influence the work of staff to ensure that they are working effectively and participate in Threshold Assessment and Appraisal procedures and provide information about the work and performance of staff
- Contribute to the recruitment, deployment and professional development of staff as appropriate
- Take responsibility for overseeing EMA payments are administered, monitored and regular analysis and feedback provide to the Leadership Team
- Be responsible for organising the writing of UCAS references and training and support of KS5 tutors and teaching staff in doing so
- Ensure all post-16 students are regularly briefed on employment and HE opportunities including Open Days and admission processes

Leadership skills and attributes

At ARA we expect our leadership team to abide by the Framework for Ethical Leadership in Education:

- Selflessness – leaders act in the best interest of the pupils not for their individual status
- Integrity – leaders to do what is right for their community and specifically the pupils they serve
- Objectivity – leaders make impartial and fair decisions based on merit, rather than personal benefit
- Accountability – leaders are open to scrutiny and take responsibility for their actions
- Openness – leaders are transparent as to why decisions are taken
- Honesty – leaders tell the truth and provide clear explanations surrounding issues
- Leadership – leaders act and robustly promote these six principles

And

- Trust - leaders are trustworthy and reliable
- Wisdom - leaders use experience, knowledge and insight
- Kindness - leaders demonstrate respect, generosity of spirit, understanding and good temper
- Justice - leaders are fair and work for the good of all children
- Service - leaders are conscientious and dutiful
- Courage - leaders work courageously in the best interests of children and young people
- Optimistic - leaders are positive and encouraging

Targets

Performance Targets will be set and agreed as part of the annual cycle of Appraisal and review.

Other:

Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy workplace

The detail determined here refers to the particular responsibilities of the Assistant Principal. In addition, each Senior Leader is required to carry out their duties of a Teacher as set out in the Conditions of Employment as adopted by the Academy and as outlined in the Teacher Job Description.