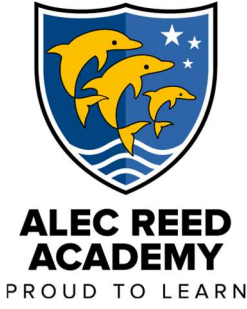


Name		Alec Reed Academy
Date drafted	May 2024	
Date reviewed		Job Description
		<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.</p> <p>It is not intended to be a comprehensive listing of every task that an 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 (Maternity Cover)	
Location/work base	Secondary Phase	
Grade	L13-18	
Reporting to:	The Board of Trustees through the Principal & CEO	
Line Manager	Principal & CEO	
Liaising:	Principal, HLT, ALT, Heads of Year; AIC and other pastoral staff; other senior and curriculum leaders, teachers, support staff, external agencies, parents and pupils	
Posts directly supervised:	Lead a team of Heads of Year (HOYs) and linked Pastoral staff in the academy	
Staff or contractors indirectly supervised		
THE MAIN PURPOSE OF THE JOB		
<ul style="list-style-type: none"> At Alec Reed Academy, your role as Assistant Principal is to lead, inspire and motivate pupils promoting their personal growth and academic success. You have a responsibility to be ambitious for our pupils and the academy as a whole. You will demonstrate a passion for learning, be an excellent teacher and have the energy, drive and determination to lead and develop teams of individuals who will provide the best education for our pupils As a Senior Leader in the academy, you have a role and responsibility to ensure that through your attitude, organisation, commitment and professionalism, these goals are promoted, so as to enable the wellbeing and success of pupils at Alec Reed Academy 		

Leadership skills, attributes and duties

Below are the required leadership skills and attributes and the main duties of the post

- Have high expectations of themselves and all those with whom they work
- Act as a presence and role model around the academy to influence pupils and staff
- Be reflective and self-analytical towards challenges and issues
- Be a pro-active problem solver, showing initiative and offering solutions
- Be an ambassador for the values and ethos of the academy with pupils, staff, parents and the wider community
- Support the academy ethos

Staff Management

- Lead a team of Heads of Year (HOYs) and linked Pastoral staff in the academy
- Monitor, support and direct the work of HOYs to ensure they are working effectively, including progress management and interventions as well as QA for HOY routines with year groups
- Complete overview calendar to focus on the systems and structures supporting achievement
- Organise fortnightly meetings with HOYs with agendas and minutes and relevant actions and impact
- Support the CPD of HOYs and if necessary contribute to or lead their performance reviews
- Liaise with other senior leaders to ensure the wellbeing and progress of pupils from a particular year group

Pupil Progress

- Work with Assistant Principals to oversee the tracking of identified individuals and groups and take responsibility for monitoring particular individuals
- Monitor and evaluate the effectiveness of interventions put in place
- Respond to departmental requests for help with strategies to raise achievement and progress
- Oversee parental subject and progress evenings (with the support of the HOYs)
- Lead and monitor HOYs and ensure parents are informed of progress whether positive or negative

Pupil Behaviour

- Assist in the implementation of the academy's Behaviour Management policy and Learning and Teaching Policy and procedures so that effective learning can take place
- Use all available data sources to analyse, identify and work with your team to strategically plan for exemplary behaviour in your key stage
- Be a role model for staff and pupils in terms of personal behaviours and attitudes, ensuring pupils are praised and encouraged more than reprimanded
- Lead and monitor HOYs to ensure positive behaviour is rewarded and parents informed
- Assist and direct the HOYs in investigating incidents and take the lead in investigating more serious incidents, ensuring the groundwork is done and written up clearly, prior to passing on to senior leaders
- Be pro-active in preventing incidents by on-going presence around the academy and liaison with HOYs, pastoral staff and pupils
- Ensure HOYs update behaviour logs through the use of Class Charts and liaise with AIC to ensure stages programme runs smoothly and pastoral support programmes (PSP's) are up-to-date
- Ensure regular contact with parents take place

Pupil Guidance and Support

- Ensure to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct

-
- Be always guided by the academy's ethos and the ECM focus
- Take seriously claims of bullying and make dealing with it the highest priority
- Be vigilant in reporting all safeguarding concerns
- Liaise with AIC to ensure parental meetings occur to review PSP's
- Be responsible for the welfare, appearance, discipline and pastoral care of the year groups you oversee
- Oversee assemblies of specific year groups and contribute to assemblies as per the assembly rota. In addition, support others in setting up pupil assemblies
- Liaise with HOYs and Head of AIC, Assistant Principals and external agencies to assist in pupil transfers
- Oversee HOYs in the writing of pupil references, past and present
- Be pro-active in developing and overseeing rewards and sanctions across year groups and organise celebration assemblies

Secondary Phase

- Actively support the academy's corporate policies and procedures
- Comply with the academy's Health and Safety Policy

Assistant Principal - Specific Responsibilities

These will be confirmed based on the knowledge, skills and experience of the candidate. As a guide we have provided those of the current postholder whose maternity leave you will be covering:

- Have oversight of and lead progress tracking, monitoring and intervention for the pupils in your key stage
- Lead and consolidate the work of Heads of Year (HOYs) 9, 10 and 11 and to have overall responsibility for the leadership of the progress, behaviour, welfare and discipline of pupils
- Keep up to date with curriculum changes and national assessment at key stage 4 to inform teaching and learning decisions in your key stage
- Monitor years 9, 10 and 11 through learning walks, registration checks, pupil planner checks and book-checks and to follow-up on the overview calendars of HOYs for QA purposes
- Have overall responsibility for ensuring high standards of behaviour for learning in years 9, 10 and 11 and to ensure HOYs are vigilant in pursuing this
- Ensure the accurate and effective keeping of pupils' records in years 9, 10 and 11 and that HOYs update behaviour logs and PSP's in conjunction with AIC. Where pupils are on the stages programme inform this process with any associated paperwork / evidence
- To be the main link with internal and external agencies involved in supporting the education and welfare of students in years 9, 10 and 11 and to keep up to date with child protection and other issues affecting your year group
- Work with the Data Manager/Assistant Principal – Standards and Achievement to ensure the quality of reports going out to parents, with reference to years 9, 10 and 11
- Ensure Post 16 references are written for Year 11 pupils
- Have oversight of attendance and punctuality in years 9, 10 and 11, including liaison with pastoral staff with responsibility for these year groups, the EWO, procedures for monitoring the work of HOYs and ensuring that poor punctuality and unauthorised absence is being addressed
- Support and direct HOYs 9, 10 and 11 in pursuing minor behaviour concerns and to take responsibility for investigating more serious concerns, including writing a summary account for the Principal if further action is required
- Be responsible for the oversight of pupils in internal exclusion in your key stage

- Ensure assemblies for years 9, 10 and 11 are managed properly by HOYs and to contribute to assemblies as per the assembly rota
- Ensure that the rewards and celebration assemblies take place for years 9, 10 and 11
- Contact and inform parents as necessary and ensure HOYs do likewise in the context of the academy's ethos
- Oversee HOYs in the efficient running of year 9, 10 and 11 parents' evenings
- Inform the Principal of any matter that may affect the management of the academy

SLT responsibilities

- Ad Hoc admissions – Years 9, 10 and 11
- Assist / shadow

Targets

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

The detail determined here refers to the particular responsibilities of the Assistant Principal - KS4.

