



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

ASSISTANT PRINCIPAL – PERSONAL DEVELOPMENT AND PUPIL CULTURE

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Support and assist the SLT by providing dynamic instructional leadership and management by sharing and modelling the school's vision and values in everyday work and practice.
2. Ensure the personal development of all pupils through faith, charity and leadership programmes is of a high quality.
3. Lead on developing a strong pupil culture based driven by access, inclusion, mentoring and well-being.
4. Lead on the sixth form provision.
5. Provide a smooth transition of support and preparation from KS2 into KS3 and KS3 into KS4.
6. Perform other duties determined in discussion with the Principal.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Overall Strategic Responsibilities

- 1.1 Work in partnership with the Principal, Senior Leadership Team, Governing Body, staff, students, parents and the Trust in generating the ethos and values which underpin the school enriched by mutual care and respect extending into the local community.
- 1.2 Support the maintenance and enhancement of the school's ethos and mission through own outstanding professional conduct and high expectations of others.
- 1.3 Provide outstanding strategic and operational leadership of all areas of responsibility.
- 1.4 Develop and implement an effective strategy for all areas of responsibility in collaboration with other members of the Senior Leadership Team.
- 1.5 Develop and implement a development plan for all areas of responsibility with clear annual targets agreed with all members of the Senior Leadership Team.

- 1.6 Performance manage all staff with respect to all areas of responsibility for students, through regular meetings, setting of appropriate targets for performance, providing support and challenge and undertaking regular reviews for feedback.
- 1.7 Develop systems and structures for the effective management and administration of all areas of responsibility.

2. Personal Development

- 2.1 Devise and lead implementation of a personal development strategy to develop responsible, respectful and active citizens.
- 2.2 Develop and lead implementation of strategies to enhance transition arrangements for new students.
- 2.3 Develop and lead the provision for pupils' spiritual, moral, social and cultural education.
- 2.4 Develop and implement strategies to enhance the social, emotional and pastoral development of learners which is sensitive to the faith designation of the school.
- 2.5 Develop and manage a programme of mentoring and counselling vulnerable pupils.
- 2.6 Develop and implement a programme of initiatives that develop learner and staff spirituality.
- 2.7 Develop and promote strategies to support positive mental and physical health and well-being.
- 2.8 Lead the development and management of alternative curriculum provision.

3. Transition

- 3.1 Lead on tracking and reviewing progress across Key Stage Three to ensure the best possible student outcomes.
- 3.2 Devise and lead on a programme of 'catch up' for Key Stage 3 to give students the best possible opportunity of catching up quickly and not falling behind their peers.
- 3.3 Lead on preparing and supporting students to successfully transition between Key Stage 2 and Key Stage 3 so they are ready for the demands of secondary education.
- 3.4 Lead on preparing and supporting students to successfully transition between Key Stage 3 and Key Stage 4 so they are fully prepared for the demands of GCSEs and Vocational courses.
- 3.5 Track and review progress for KS3 using data evaluating aspects of the quality of education provision.
- 3.6 Plan and implement an induction process for Year 7 so students are well prepared for the demands of secondary school.
- 3.7 Ensure there is a comprehensive extra curriculum and enrichment programme that is mapped across all subject areas.
- 3.8 Ensure that new Year 7 students have their KS2 data transferred over and ensure all new KS3 students complete a CAT test and a Reading Age test. Ensure comprehensive analysis of external KS2 data in relation to internal CATs and Reading Age data including GL assessment data.
- 3.9 Manage the provision of Options information for students entering KS4.

4. Faculty Management

- 4.1 Provide line management to the Directors of Learning for designated faculties, supporting and challenging them to achieve faculty targets.

- 4.2 Audit all curriculum areas in the designated faculties to ensure statutory compliance, proficient standards of provision, the highest levels of attainment and effective systems and structures.
- 4.3 Support Directors of Learning to enhance assessment for learning and develop more effective curricula in each of the faculties.

5. Relationships with Others

- 5.1 Lead Middle Leadership Development.
- 5.2 Participate in the Performance Management Cycle and INSETs.
- 5.3 Participate in the induction of new staff into the school community.
- 5.4 Maintain good working relationships with colleagues, students, parents/carers, governors, the community and Trust and ensure all communication is consistent with the school's ethos.

6. Other Responsibilities

- 6.1 Lead on the promotion, dissemination, implementation and monitoring of all whole-school strategies.
- 6.2 Provide leadership of the communication of staff briefing notes on a weekly basis.
- 6.3 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 6.4 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 6.5 Contribute to the wider life of the Trust and the Star community.
- 6.6 Carry out any such duties as may be reasonably required by the Trust.

7. Evaluation and Review

- 7.1 Lead the development and management of quality assurance processes ensuring consistency across the school.
- 7.2 Lead the completion and regular submission of the self-evaluation form.
- 7.3 Provide the lead liaison with the Star Academies' Quality Assurer.
- 7.4 Lead the school's preparation for external inspection, such as Ofsted.
- 7.5 Lead the accurate completion of the School Profile.

8. Records Management

- 8.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	A degree qualification (2 or above).	E	✓	
2.	Qualified Teacher Status.	E	✓	
3.	Evidence of Continuous Professional Development.	E	✓	
4.	Middle or Senior Management qualification.	E	✓	
EXPERIENCE				
5.	Senior leadership in a school setting.	D	✓	✓
6.	Track record of outstanding learning and teaching practice.	E	✓	✓
7.	Successful and sustained delivery of outstanding attainment and achievement.	E	✓	✓
8.	Innovation and creativity to engage, enthuse and progress learners.	E	✓	✓
9.	Partnership working and collaboration within a school, college or local authority context.	E	✓	✓
10.	Developing and leading the implementation of strategies to sustain whole school/college improvement.	E	✓	✓
11.	Developing and implementing whole-school intervention strategies to sustain and enhance outstanding attainment.	E	✓	✓
12.	Developing and enhancing the curriculum of a school.	E	✓	✓
13.	Management of a curriculum faculty in a school setting.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
14.	Ability to teach to GCSE standard.	E	✓	✓
15.	Ability to teach to A-level standard.	D	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
16.	Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets.	E	✓	✓
17.	Ability to develop and implement strategies to enhance and sustain whole school initiatives.	E	✓	✓
18.	Ability to work with a range of external agencies and stakeholders to deliver whole-school initiatives.	E	✓	✓
19.	Ability to communicate verbally with, and write reports for, a range of stakeholders, including Governors and external agencies.	E	✓	✓
20.	Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes.	E	✓	✓
21.	Knowledge of curricula, specifications and assessment criteria of Communications, Mathematics or Science related subjects.	E	✓	✓
22.	Ability to work autonomously, prioritise conflicting demands and thrive under pressure.	E	✓	✓
23.	ICT skills to manage and report on performance data to a range of audiences (Ofsted, Governors, parents, staff and pupils).	E	✓	✓
24.	Understanding of contemporary issues relating to safeguarding, pastoral matters and learning support.	E	✓	✓
PERSONAL QUALITIES				
25.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
26.	Commitment to working flexibly outside of school hours to achieve outstanding outcomes for young people.	E	✓	✓
27.	Personal resilience, persistence and perseverance.	E	✓	✓
28.	Highly organised, literate and articulate.	E	✓	✓
29.	Commitment to the pursuit of continuous professional development by oneself and others.	E	✓	✓
30.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
31.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
32.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
33.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
34.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
35.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓