



### Job Description

JOB TITLE	Assistant Principal (Personal Development, Equality & Diversity and One:One)
PHASE	Secondary
REPORTING TO	Principal
RESPONSIBLE FOR	Personal Development, Equality & Diversity and One:One

### Job Purpose

The Assistant Principal (Personal Development, Equality & Diversity and One:One), under the direction of the Principal, will have strategic overview of Personal Development, Equality & Diversity and will oversee the continued development and effectiveness of the One:One Strategy and operating model. They will provide strategic and operational leadership of the Academy's One:One device programme, ensuring that all students and staff use technology safely, effectively and in line with Academy expectations. This will include oversight of device deployment, acceptable use, digital safeguarding, staff training and the monitoring of the programme's impact on teaching, learning and student outcomes. They will work closely with curriculum and IT teams to ensure the One:One model remains sustainable, inclusive and aligned with the Academy's wider vision.

The Assistant Principal will work to develop an inclusive, tolerant and positive culture in the Academy that underpins excellent standards throughout, leading to the best possible outcomes for all students. They will help develop an ethos of high expectations for staff and students and lead on ensuring student welfare, personal development and inclusion is a priority for all staff. The Assistant Principal will work closely with the Principal and Senior Leadership Team in supporting the day-to-day management of the Academy.

### Duties and Responsibilities

- Have an exemplary and proven track record of leading on aspects of academy improvement (particularly in the areas of Personal Development).
- Provide professional leadership and management of policies and practices across the academy.
- Work with others and be responsible to the Principal for evaluating the Academy's performance including identifying the priorities for continuous improvement and the raising of standards ensuring equality of opportunity for all.
- Demonstrate the Academy's vision and values in every day work and practice.
- Organise staff training in areas of responsibility as appropriate.
- Work with the SLT, Heads of Year and all staff responsible for Personal Development to ensure students are given effective support and challenge.
- Ensure the academy environment promotes an inclusive, tolerant and positive culture.



- Oversee the co-ordination of whole academy assemblies and promoting the Academy's ethos and values.
- Ensure every targeted student is nurtured to become effective, enthusiastic, independent learners, committed to life-long learning.
- Lead the strategic development and continuous improvement of the One:One Strategy, ensuring it aligns with the Academy's vision for teaching, learning and personal development.
- Set clear expectations and standards for the effective, safe and responsible use of devices by students and staff.
- Monitor the impact of the One:One programme on student outcomes, engagement, digital literacy and inclusion, using data to inform future planning.

#### **Personal Development, Equality and Diversity**

- Responsible for leading British Values across the academy, to ensure fundamental British Values of democracy, individual liberty, the rule of law and mutual respect and tolerance are embedded within the academy.
- Develop students' spiritual, moral and cultural education and tracking the provision and impact of this across the academy ensuring gaps are filled where they exist.
- Lead, monitor and report on Personal Development to the academy and Governors ensuring there is a clear rationale for its intended/actual impact.
- Delivery of the Gatsby benchmarks ensuring the academy meets all of the recognised objectives so that students are equipped to make the transition to the next stage of their education or employment successfully.
- Responsible for the development of student character promoting the #WeAreOne Trust events and using the 'Be your Best Self' reflection programme.
- Co-ordinate and track the use of extra-curricular clubs and opportunities, including Horizon enrichment time.
- Promote student leadership opportunities through student voice and the engagement of the School Parliament.

#### **Welfare**

- Support the SLT and staff to ensure student's needs are met.
- Work with DSL, Pastoral team and Student Services to ensure outside agencies are engaged as appropriate to support identified students.
- Lead on strategies to promote staff and student wellbeing and develop their confidence particularly focussing on mental health.
- Oversee the design and delivery of the PSHE and SRE curriculum to ensure the academy is fully compliant with Government policy.
- Support the SLT in leading Heads of Year to construct an effective Fleet Learning programme by monitoring of Fleet time activities.
- Equip students and staff with the tools needed to tackle bullying behaviours and create safer, kinder school community.



### **Day-to-Day Management of The Academy**

- In conjunction with SLT, seek to build a successful academy through effective collaborations.
- Provide effective organisation and management of student welfare and seek ways of improving organisational structure and functions in line with legal requirements based on rigorous self-evaluation.
- Oversee the day-to-day management and organisation of the academy with regards to daily routines, parental engagement and communication.
- Help the effective operation of the Governing body by providing data and information as appropriate.
- In conjunction with the Principal, recruit, retain and deploy staff appropriately and support them in managing their workload to achieve the vision and goals of the Academy.
- Work with others and be responsible to the Principal for evaluating the Academy's performance, including working with HoDs in identifying the priorities for continuous improvement and the raising of standards, ensuring equality of opportunity for all.

### **Securing Accountability**

- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation in keeping with professional growth priorities.
- Work closely with the SLT recognising their joint role in leadership and in securing the accountabilities of the academy.
- With SLT, ensure every student has access to the highest quality teaching and learning to enable them to achieve.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals ensuring clear delegation of tasks and devolution of responsibilities.
- Regularly reviewing own practice, set personal targets with the Principal and take responsibility for own personal development.
- Manage own workload and support others to manage an appropriate work/life balance.

### **Strengthening Community**

- Engage with the Thinking Schools Academy Trust community to secure quality and entitlement of provision for all students, promotion of the Thinking Schools network.
- Promote the internal and external high expectations, perceptions and standards of the academy to the wider community.
- Work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all students and the wider community.



- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil.
- Promote the pupil's inclusion in the academy community and access to the curriculum, facilities and extra-curricular activities.

### Teaching and Learning

- With the SENDCo, set high expectations of SEND and identified students, and ensure teachers set targets that accelerate progress and appropriately stretch and challenge their learners.
- Work collaboratively to ensure excellent teaching and learning is in place throughout the Academy.

### Leadership and Management

- Work with the Principal and Governors to ensure the academy meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments.
- Contribute to the academy development plan and whole academy policy.
- Lead professional growth programme for areas of responsibility.
- Actively promote equality of opportunity by working as part of SLT in ensuring the academy's curriculum provides the best possible education for all its pupils, considering ethnicity, gender, SEND, EAL, and emotional needs that may affect learning.

### Other responsibilities

- To attend meetings and to lead such meetings as required.
- To attend academy events as directed by Principal.
- To lead whole academy assemblies and to support other staff with assemblies.
- To prepare and present reports, as required by the Principal, to governors, parents and other relevant outside agencies.
- Line Management of staff as directed.
- Liaise with HoDs, HoYs and other relevant staff to address underachievement of key groups.

### Other Areas of Responsibility at Maritime Academy

- Ensure the effective use of digital devices to 'Make Learning Last' within the Trust's One:One digital strategy.
- To be flexible and supportive of the Academy as it grows, develops and changes to responding to the needs of an establishing new academy.
- To work with other leaders across the MAT to develop your own expertise as well as establishing the curriculum.

### Generic Duties relevant to all members of Staff



### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Maritime Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.



**Equal Opportunities**

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

**Data Protection**

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an Assistant Principal (Personal Development, Equality & Diversity and One:One).

Name:

Signed:

Date: