



Wymondham High Academy

SLT Job Description

Name:	
Job Title:	Assistant Principal - Pupil Development
Salary range or job grade:	Leadership scale ISR L12-16
Responsible to:	Principal
Responsible for:	Responsible for the non-formal pupil experience of pupils in Year 7-13 and the Academy personal development strategy.
Effective Date:	1 st September 2021

Role and Context	
Job Purpose:	<p>The post holder will be accountable:</p> <ul style="list-style-type: none"> • To take responsibility for the implementation of the Academy's non-formal curriculum, and the pupils' experience of it. • To deliver the Academy's personal development strategy to ensure an inspirational ethos across the campus. • To consistently and effectively, promote the Academy values of Determination, Responsibility and Humility. • Instil the values and practices for the enhancement of character education in the Academy. • To be a role model by delivering inspiring visible leadership through personal practice.
Dimensions:	Approximately 1750 Academy students. The role includes line management of the Performing Arts and Sports Studies area (those which align most closely with extra-curricular activity), and PSHE.
Relationships:	<p>Works closely with:</p> <ul style="list-style-type: none"> • Line managed by VP • SLT • Heads of Departments • Pupil Premium Coordinator • All teaching and non-teaching staff, pupils, parents, LGB and Trust Board
Other Job Information:	The post holder will be expected to fulfil the Teachers' professional standards.

Principle Accountabilities	
The purpose of this post is to continue to raise standards within the Academy.	
Non-Formal Curriculum	
	To deliver the strategy for non-formal opportunities available at the Academy.
	To implement a whole-Academy non-formal curriculum offer, communicate this regularly with parents and the wider community and share with pupils.
	Deliver creative and innovative solutions, strategies, guidance and practical support to ensure our pupils experience a positive ethos across the campus.
	Lead the development of an enrichment programme that broadens the horizons of young people and supports their learning and raises participation.
	Deliver an effective tracking system for the engagement of all pupils in non-formal curricular activities.
	To interact with external organisations and companies to provide experiences that develop character as well as cultural capital.
	To be responsible for the views of students being embedded in the provision of the non-formal curriculum offer.
	To deliver the Academy's charity activities to support others.
Formal Curriculum	
	To be the line manager of named curriculum areas and be accountable for their performance and engagement within the Academy community.
	To plan and implement the personal development strategy for the Academy.
	To coordinate assembly speakers to include, but not be restricted to: Police Service, Terrence Higgins Trust, Matthew Project.
	Leadership and management of the form tutor team (Year 7-11).
	To coordinate the PSHE curriculum, ensuring that it exceeds the requirements of the inspection framework.
	To positively contribute to the functions of the SLT including whole-Academy improvement, self-evaluation and successfully deliver delegated strategies.
Character Education	
	To achieve the School of Character Kitemark Plus.
	To ensure character education is explicit in the Academy ethos, culture and vision.
	To ensure that character education is explicit in the formal and non-formal curriculum.
	To ensure that character education is undertaken in partnership with the local community.
General	
	To provide information to the Principal, LGB and Trust regarding all aspects of performance.
	To review the Academy rewards structure and implement a revised framework; coordinate with the SLT in arrangement of celebration events related to this.

	Develop and implement positive solutions to achieve diversity, dignity and equality in all aspects of the Academy's work, including our partnership with the broader community of external agencies.
	Interpret and deliver on the personal development frameworks and national guidance, including the Ofsted criteria, and inspire and equip the Academy community to respond to them effectively.
Key Performance Indicators <ul style="list-style-type: none"> • Audit, deliver and maintain the Character Mark Plus. • Audit, deliver and maintain all aspects of the Personal Development framework (Ofsted), regularly monitored and reviewed through the Academy Improvement Plan. • Deliver a measurable increase in the number of pupils experiencing out-of-hours education and consistently positive feedback from the Academy community (based on 19/20 figures) • Deliver a measurable improvement in the number of pupils aware of, and engaging in, the Academy's ethos of responsibility, determination and humility. 	

Key Competencies	
Self-Management	Manages personal priorities, pressures and workload in an efficient and effective way.
Self-Development	Seeks feedback on their performance and takes appropriate actions to improve.
Communications	Listens to and communicates clearly with individuals and groups to help mutual understanding.
Equality and Diversity	Is constantly mindful of equality and diversity issues in providing services and seeks to avoid discrimination.
Self-Awareness	Understands their own behaviour, is aware of how it impacts on others, and can modify their approach accordingly.
Analysis and Judgement	Identifies and solves problems ensuring connections are made with related issues and involves others in the process.
Flexible and Adaptable	Develops and maintains constructive relationship which contribute to teamwork and achieving objectives.
Customer Focus	Actively seeks out, listens to and builds on evaluation and feedback from staff, pupils and parents.
Proactive Approach	Champions new initiatives in support of strategic objectives and encourages positive change.

General Information: <ul style="list-style-type: none"> • The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job. • All work performed/duties undertaken must be carried out in accordance with relevant Academy policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. • Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Review:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the mean expectations of the Academy in relation to the post-holder's professional responsibilities and duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signature:**Date:**