

Name		<h1>Alec Reed Academy</h1> <h2>Job Description</h2>
Date drafted	March 2021	
Date reviewed		



**ALEC REED
ACADEMY**
PROUD TO LEARN

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.

It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

Job Title	Assistant Principal – Enrichment and the Wider Curriculum.
Location/work base	Secondary Phase
Grade	Leadership Scale 13-18
Reporting to:	The Board of Trustee's through the Principal
Line Manager	Principal & CEO
Liaising with:	Senior Leadership Team, Heads of Year, Curriculum Leaders, teachers, support staff, external agencies, parents and pupils.
Posts directly supervised:	Coordinators for Duke of Edinburgh, Inspire, Debate Mate, My Tutor, Enterprise, Outdoor Education including Forest School
Staff or contractors indirectly supervised	Marketing and Communications

THE MAIN PURPOSE OF THE JOB

Purpose

- To drive improvement and lead on pupil achievement and progress. 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 your areas of responsibility
- To enable the wellbeing and success of all 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.

Roles and Responsibilities

Strategic Leadership

- Clearly communicate your role to all pupils, parents and visitors to the academy and the wider secondary phase community
- Monitor, support and influence the work of senior and middle leaders to ensure that the educational value of the wider curriculum is recognised and celebrated
- Introduce a robust plan of calendared activities that enhance the ARA curriculum and extends the educational experience of our pupils
- Build on pupils understanding of core values and attitudes
- Provide opportunities for pupils to develop a broader skill set that will increase their employability and lifelong wellbeing
- Reinvigorate Pupil Leadership, Pupil Voice and the House System so that their contribution to improving standards are appreciated and understood by all
- Promote the system of rewards and celebrate success.

Standards and Achievement

- Monitor and evaluate attendance and punctuality at clubs and activities and their overall effectiveness, use this information to further refine the structure of events available
- Provide training and practical tips on the delivery and structure of the wider curriculum
- Assist in the implementation of the academy's Behaviour Management policy and Learning and Teaching policy and clearly define the role the wider curriculum plays in maintaining standards.
- Quality assure the provision that is put in place and provide guidance and support where it is not of an acceptable standard
- Celebrate and reward behaviour, attendance, punctuality, and achievement through a structured reward programme culminating in an annual awards ceremony
- Maintain good order and discipline among the pupils and safeguarding the health and safety of pupils and others authorised to be on the school premises and when they are engaged in authorised school activities elsewhere in line with the Academy Health and Safety Policy
- Ensure up to date knowledge and understanding of the Academy's Child Protection and Safeguarding Policy.

Pupil Development

- Raise awareness of and celebrate, the academy's core values
- Ensure that the House system is fully embedded into the academy infrastructure and that it is underpinned by annual interform events that are valued and welcomed
- Raise the profile of Pupil Leadership across the academy and develop the role of Pupil Leaders so that it is clearly defined and has an impact on standards
- Organise pupil voice opportunities and the development of the student council
- Supplement in school activities with those provided by outside agencies e.g. Debate Mate, Maths Challenge; to improve skills and knowledge.

Wider Curriculum

- Publish a termly timetable of the events, clubs and activities and ensure this is effectively publicised and displayed on the website and in classrooms
- Develop the wider curriculum to enrich a pupil's experience as they travel through the academy
- Map the activities over a calendar year and monitor pupil's participation in the wider curriculum
- Track and analyse participation levels in activities to ensure that no pupil misses out
- Ensure that the PSHE and RSE curriculum contribute effectively to the wider curriculum.

Building Partnerships - Parents, carers and community

- Co-ordinate, quality assure and oversee the work of outside agencies contributing to the Wider Curriculum
- Through well organised, regular, communication on the website, through social media and newsletters ensure that the work of the academy is celebrated and recognised
- Where events are organised encourage parent participation and involvement
- Through your work build and publicise the culture, image and reputation of the academy
- Through the website and social media enhance the academy's reputation.

Leadership and Management

- Inform the Principal of any matter that may affect the management of the academy
- Undertake the professional duties of a member of the Leadership Team 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
- Play a major role in formulating the aims and objectives of the Academy; in establishing the policies through which they will be achieved and in monitoring progress towards their achievement
- Be a pro-active problem solver, showing initiative and offering solutions to challenges and issues as they arise
- Lead and manage staff in an appropriate manner, offering support, encouragement, guidance, relevant training and advice to ensure effective policy is being implemented
- Advise and assist the Principal and trustees in the exercise of their duties and responsibilities, including contributing to reports as appropriate
- 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
- Chair meetings that support effective consultation, delegation of responsibility and successful implementation of the improvement plan.
- Monitor, support and influence the work of senior and middle leaders to ensure that they are working effectively
- Be pro-active in developing and overseeing rewards and sanctions for pupils and liaise with HOYs across year groups and contribute to celebration assemblies
- Direct and support the work of identified middle leaders
- Carry out the professional duties of an Assistant Principal as circumstances may require, under the reasonable direction of the Principal and CEO.

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 work place.

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.

