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| **Assistant Principal – Quality of Education** |  |

**Responsible to: Vice Principal**

**Responsible for: 2 x Core Subject Leaders**

**Purpose and Vision**

Central is the ability to inspire and motivate the whole learning community - providing and developing a shared aspirational vision and providing exceptional strategic and professional leadership and management. Key to this is the ability to drive, promote and establish a vibrant, supportive, safe, healthy, learning environment and community, where positivity, high expectation, harmony, and creativity are immediately evident within the ethos.

The postholder will secure outstanding standards of achievement across all areas of responsibility, through promoting a shared vison, and in so doing implement the vision and values of the University of Kent Academies Trust – that of securing an inclusive aspirational and reflective school – promoting and championing equality for all and challenging inequality wherever it is found.

To ensure that the interests of students, their families and the local community is at the center of all activities, and that our customer service is first class, and provides opportunities for stakeholders to be active participants and contributors in building the academy.

To protect, secure and advance the positive public reputational standing of the sponsor and UKAT academies.

**Key responsibilities**

* The core purpose of all members of the strategic leadership team is to lead their area of responsibility with energy and enthusiasm, with a realistic and ambitious vision to raise standards, innovate and drive change and improvement, create and promote a positive ethos, whilst achieving, securing and sustaining outstanding outcomes for all students.
* To create a positive nurturing environment for learning with high standards of behaviour, through their individual areas of responsibility as outlined below.
* To motivate and empower staff and students.
* Contribute to the strategic planning and development of the academies within the MAT to achieve outstanding status.
* Line manages designated subject leaders and oversees delegated subject areas and year groups.
* Manage delegated budgets within their area of responsibility, achieving value for money.
* Contribute to electives and community programs.
* Keep abreast of current and future trends in education and adapt accordingly
* Promote and participate in quality assurance and performance management activities, leading a culture based on high accountability, with support and care for all the academy students and staff.
* Comply with duties under Health and Safety legislation, co-operating with the Trust to meet statutory requirements.
* Prepare and report regularly to Trustees, CEO and Principals.
* Participate in duty rotas, parent/carer evenings, curriculum evenings and other academy events.
* Carry out any other reasonable duties directed by the CEO or Principals
* Always promote and ensure conformance to the Safeguarding Policy.
* Be responsible for priorities within the Academy Improvement Plans and contribute to Ofsted preparation.

**Organisational citizenship**

* To participate in the whole staff performance management process.
* Displace civic virtue and act as a role model for all stakeholders.
* To always adhere to professional and staff codes of conduct.
* As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.
* To ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people.



**Assistant Principal** – Person specification

Please note it is not essential for candidates to have all the experience, skills and qualifications listed in this person specification, this should not prevent prospective candidates from applying for the post. However, candidates will be able to demonstrate their abilities against the PS through the application, assessment, interview, and reference process.

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| Key Area | Essential | Desirable |
| Areas of contribution | * Year 10 and 11 student performance tracking, monitoring and targeted interventions * Higher Prior Attainers * Raising Standards Leader (RSL) * Continued Professional Development Programme * Pedagocial Practice * Literacy * BTEC Quality Nominee * PiXL Lead * Tutoring provision and interventions * Teacher Support plans * Learning Technologies Liaison | |
| **Key Area** | **Essential** | **Desirable** |
| Experience | * Successful experience of strategic visionary leadership and management of transformational change, within the context of a school in challenging circumstances. * Evidence of successful innovation. * Proven ability to motivate and develop staff * Understanding and personal evidence of excellent teaching and learning practice. * Evidence of successfully raising and sustaining student attainment and achievement. * Evidence of the use of successful national and school improvement strategies. * Evidence of excellent behaviour management skills across a whole school setting. * Experience of working with Governors. * Evidence of analysing and using a range of data to develop school improvement strategies. * Evidence of successfully impacting on staff performance outcomes. * Evidence of building and managing excellent projects. * Evidence of partnerships working to enhance student and staff outcomes. * Evidence of contributing to the wider educational scene. * Experience of budget management. * Proven ability to succeed within a culture of strong and rigorous accountability | * Experience of leading external projects in a wider educational context. * Experience of bidding for external funding streams * Commercial development of projects * Evidence of public speaking outside of school context. * Working with a sponsor in an Academy or Trust setting |
| Knowledge, skills and abilities | * Strategic understanding of the current national and international future educational scene, including T Levels and vocational/technical qualification reforms * Shared vision with sponsor. * Knowledge and practical application of leadership and management theory and educational philosophy. * Commitment to the Every Child Matters outcomes. * Extensive understanding of the Ofsted framework and workings of the SEF. * High order ICT skills: ability to use a range of software packages to produce varied high quality reports and presentations. * An ability to understand political contexts and apply sensitivities to develop practical and clear solutions to solve problems. * Ability to turn theory in to practice. * An understanding of the Academies agenda. * Ability to work co-operatively with others persuading, negotiating and influencing in a variety of circumstances. * Ability to think and work creatively and flexibly whilst working with close attention to detail and under pressure to meet deadlines * High expectation of oneself and others * Ability to successfully tackle and manage staff performance. * Ability to support staff and student wellbeing and create a healthy and positive work climate by recognising, acknowledging and managing staff workloads and patterns. * Ability to accept and give constructive criticism * Ability to inspire confidence, engender trust and gain consensus with colleagues and wider community * Excellent written, presentational and interpersonal skills. * Sensitivity to cross cultural issues * Collaborative approach to decision making * Personal integrity, commitment to fairness and equity * Ability to take, implement and follow through unpopular decisions * Working knowledge and commitment to the principles of inclusion and equal opportunities * Risk taker * Sense of humour | * Evidence of strategic leadership * Commitment to community learning |
| General | * Strategic understanding of the current national educational scene, and vocational/technical qualification reforms * Commitment to the wider aims and objectives of the Academy and the MAT | * Evidence of strategic leadership |
| Areas of responsibility | * Leadership and development of Key Stage 4 strategy * Oversight and responsibility for Year 10 and 11 student progress and outcomes * Responsible for Ofsted preparation in area of responsibility * Oversight and development of Continued Professional Development across the academy * Monitoring progress through analysis of student, staff, department and group data |