



Bolingbroke
Academy

Assistant Principal: Safeguarding & Personal Development

An exciting opportunity has arisen for dedicated teacher to develop their experience within our passionate and ever courageous community.

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive and model leadership and determination to the pupils and students within our rich and diverse community. We opened in 2012 with the vision to create a centre of excellence in the community.

We empower our teams by valuing the individual and ensuring personal development. This is delivered through weekly CPD sessions, frequent line management meetings and allowing staff to have their voice and develop their own ideas and projects. Our staff's wellbeing is key to creating a friendly supportive community within the school. Guided by our internal wellbeing committee we have a wide range of initiatives designed to improve the motivation and lives of our staff.

The Role

The exact role and specific responsibilities of each Assistant Principal will be agreed annually and will change to enable each member of the Core Team to gain experience in all aspects of school leadership in preparation for Headship.

As a member of the Core Team, the Assistant Principal will also be centrally involved in the overall leadership and management of the academy and will help to establish a school culture that is both nurturing and rigorous.

Reports to: Principal

Start date: January 2023

Salary: Leadership 9 - 13

Closing Date: 23rd September 2022

Key Responsibilities

Leadership and Management

- Be the school's Designated Safeguarding Lead.
- Responsible for termly Ark Safeguarding audit and meet 'green' standards every term.
- Develop an annual programme of CPD for the Inclusion team and relevant staff to ensure safeguarding and inclusion practices are exceptional.
- Lead on annual staff safeguarding training and inductions for all new members of staff to ensure the Single Central Record is complete.
- Monitor staysafe@arkbolingbrokeacademy.org consistently to ensure no pupil is left behind.
- Line management of a number of middle leaders
- Attend a range of multi-disciplinary meetings, including social care review meetings and Team Around the Child (TAC). This can include providing written and oral reports.
- Work closely with the Head of Inclusion to review and identify pupils needs.
- Ensure the safeguarding of all pupils, with a specific remit for the safeguarding of KS3 and KS4 pupils, and that the safety and wellbeing of pupils and staff is always promoted and maintained.
- Strategic analysis of external providers to drive the best provision for the pupils.
- To support and contribute to the process of writing, implementing, evaluating, and reviewing the annual Academy Development Plan, with understanding of its position and relevance in the cycle of school resourcing, improvement and long-term planning.

Quality of provision

- Working with and through the staff body to drive our house points system to ensure all young people thrive inside and outside the classroom.
- Ensure the personal development provision is exemplary by working with and through Heads of Year and Head of Department to empower pupils to deliver high quality practice that is shared across the network.
- Work with the Teaching and Learning team to ensure excellent practice throughout KS3.
- Participate in recruitment, selection, and induction processes.
- Manage any budgets allocated to the role effectively and efficiently.
- Work closely with all staff to ensure the behaviour policy is implemented consistently across all KS3.
- Ensure the personal development curriculum supports the pupil wellbeing and works alongside Heads of Year to implement relevant and inspiring sessions including assemblies.
- Coordinate and lead on all KS3 interventions and measure their impact.

Strategic Activities

- Strategically ensure the KS2 – 3 transition process ensuring excellent induction for pupils, parents and staff teams.

- Coordination of the Personal development & KS3 strategy in line with the whole school vision.
- Nurture your team and ensure annual pupil surveys are taken by all pupils. Empower all Head of Year to write and review support action plans.
- Lead and contribute to whole school and middle leader meeting to maximise communication across the key stage team ensuring pupils excel.
- Use data to drive support and targeted actions for inclusion pupils.
- To support and contribute to the process of writing, implementing, evaluating and reviewing the annual Academy Development Plan, with understanding of its position and relevance in the cycle of school resourcing, improvement and long-term planning.
- Devise strategies to secure ambitious outcomes across KS4.
- Ensure rigorous monitoring, assessment and feedback across the curriculum to enable pupils to achieve FFT top 5% targets.
- Ensure the KS3 visions reflects the academy's direction.

Teaching and Learning

- Teach outstanding lessons that motivate, inspire and improve student attainment.
- Use regular assessments to monitor progress and set targets and respond accordingly to the results of such monitoring.
- Ensure that all pupils read at their actual age and implement school strategies to support development of reading.
- Maintain regular and productive communication with parents and report on progress, sanctions and rewards and all other communications.

School ethos and culture

- Bolingbroke Academy's has an ethos of high expectations, courage and compassion, we want staff to act as a role model for these practices.
- Demonstrate high levels of ambition and optimism regarding what the Academy and its pupils can achieve.
- We value difference and embrace the individual.
- Set the right direction: create an effective vision and strategy that supports Ark and Bolingbroke's values.
- Model and lead others in embodying the academy's culture and ethos influencing the buy in of others.
- Support, work together and share best practices with other colleagues and professionals beyond the academy.

Person Specification

Essential Skills - Experience and Knowledge

- Demonstrable evidence of raising aspirations and/or having directly impacted on the academic achievement of a group of young people.
- Experience of implementing behaviour management strategies consistently and effectively.

- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards.
- Excellent administration and organisational skills.
- Able to skilfully manage and maintain effective working relationships with parents and other stakeholders.

Essential Skills – Personal Attributes

- Strong interpersonal, written and oral communication skills
- Resilience and motivation to lead the academy through day-to-day challenges.
- Able to skilfully manage and maintain effective working relationships with parents and other stakeholders.

Desirable skills

- Experience of mentoring.
- Management style that encourages participation, innovation and confidence.
- Proven experience of working with young people from backgrounds of socio-economic disadvantage.
- Experience of training and coaching other staff members.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils.
- Willingness to undertake training.
- This post is subject to an enhanced Criminal Records Bureau disclosure and 2 references.