

Job Description

Job Title:	Assistant Principal "Student Outcomes"
Grade:	Leadership Grade 12 – 17 (London Fringe Pay)
Line Manager:	Tomlinscote Principal
Responsible for:	Head of PE – SLT link for PE Head of Computing – SLT link to Computing Disadvantaged Students Recovery Premium & Tutoring Program Attendance – work closely with our attendance lead

Job Requirement: 6 teaching periods a week

Key Purpose of the Role

The Assistant Principal "Student Outcomes" will work collaboratively with the senior leadership team to contribute to the leadership and overall strategic management of the School in order to improve students' achievements.

The post holder will lead all initiatives concerned with reducing student gaps and Disadvantaged Student provision across all year groups. They will also manage the Recovery Premium and National Tutoring provision for the whole school. The postholder will lead other initiatives concerning student gaps, such as SEND gaps, gender gaps or other student gaps identified through the School Quality Improvement Plan. The intention is for outcomes to improve and student gaps to become non-existent. This role will develop the current initiatives and aim to place Tomlinscote School as a beacon of good Disadvantaged practice.

The post holder will regularly meet with the Attendance Officer in order to monitor attendance and punctuality.

What follows is not intended to be an exhaustive or definitive list of responsibilities; other duties may be required as necessary as the circumstances of the Academy and Trust change. The post holder must therefore recognise and actively adapt to such changes as they affect the job described.

Together with the extended Senior Leadership Team the Assistant Principal "Student Outcomes" will:

Strategy and Leadership

1. Lead all activities that are focussed upon improving student outcomes and consequently reducing gaps between groups of students.
2. Lead on the catch-up provision across all year groups by using the recovery premium.
3. Lead on the National Tutoring Programme so that it is applied to identified groups of students.
4. Lead on student mentoring by members of staff.
5. Lead on the Disadvantaged student provision.
6. Lead on 'Looked after Children' (LAC) provision at the School.
7. Deliver the role of Designated Teacher for LAC within the School.
8. Lead on initiatives raised in the Quality Improvement Plan that concern identified groups of students and work closely with relevant members of the Senior Leadership Team.
9. Contribute proactively to all leadership activities and responsibilities. Deliver effective and inspiring leadership, promoting and communicating high expectations of standards, through personal actions.
10. Actively contribute to strategic planning as part of the School Senior Leadership Team in order to support the development of appropriate whole school documents, policies and performance targets.
11. Promote a culture that is positive, supportive and inclusive, values diversity and provides opportunities for all students to fulfil their potential.
12. Deputise for the School Principal when required, attending meetings and/or undertaking additional tasks.

Performance Delivery

1. Ensure that the catch – up provision across the School identifies the appropriate students and implements initiatives to meet their needs.
2. Coordinate with subject leaders to ensure that appropriate catch-up initiatives are completed, and reviews of impact are completed at a subject and whole school level.
3. Establish a student mentoring program, with staff training and regular meetings between staff & identified students across the year. A review of the impact to be completed and shared with the SLT.
4. Coordinate with private tutoring companies to ensure that students receive good quality tutoring provision and review the impact of tutoring.
5. Ensure that a Pupil Premium Impact report and Pupil Premium allocation of spending report is completed for the website and shared with the Senior Leadership Team and Academic Quality Council (AQC).
6. Ensure that the Disadvantaged provision across the School identifies the appropriate students and implements initiatives to meet their needs.
7. Improve Disadvantaged Progress 8 outcomes, reduce the gap for Non-Disadvantaged students progress 8 outcomes and improve our position in the EEF "50 Similar schools" to be in the top 10%.
8. Review report data to identify current gaps between student groups. Actively monitor these gaps and liaise with appropriate senior and middle leaders.
9. Inform the Senior Leadership Team with outcomes on a termly basis concerning gaps with students' outcomes.

10. Regularly meet with the Attendance Officer in order to monitor attendance and patterns. Ensure that the Senior Leadership Team are updated with any significant changes and interventions.
11. Plan and implement CPD to ensure outcomes are achieved.
12. Ensure that students are safe and protected whilst at school. All suspected safeguarding incidents are reported to the DSL.
13. Assist other members of the Senior Leadership Team with pastoral behaviour support when required.
14. Represent the Senior Leadership Team of the School at appropriate external networks in order to further develop best practice and to anticipate any future risks or opportunities that will need to be managed or exploited.
15. Attend AQC meetings when required in order to apprise the board of relevant issues and to discuss any future proposals.
16. Work in partnership with the Principal to produce the school Quality Improvement Plan.

Compliance and Legal

1. Enforce disciplinary procedures for students in a fair and consistent manner, including the use of delegated powers of suspension and expulsion, reporting key issues, trends and learning points to the AQC.
2. Build positive working relationships with all staff in order to ensure that any safeguarding concerns are immediately highlighted and appropriately managed.
3. Work in collaboration with the other Assistant Principals to review the School Code of Conduct on an annual basis, ensuring that these remain in line with the ethos of the Prospect Trust.
4. Promote a culture that is supportive and inclusive, values diversity and provides opportunities for all students to fulfil their potential.
5. Ensure that students are safe and protected whilst at school, reporting all suspected safeguarding incidents in the appropriate manner.
6. Comply with Trust policies (including those of the Academy) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the UK General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.

Qualifications, skills and knowledge

Person Specification

Qualifications:

- Honours degree or equivalent.
- A formal teaching qualification is required.

Significant and proven experience in the following areas:

- Successful senior leadership in a 11-16 environment, with evidence of improved performance and outcomes.
- Understanding strategic issues and implementing appropriate plans to manage risks and exploit opportunities.
- Leading and inspiring a team of Personal Tutors in order to improve student performance and manage wellbeing.
- Working in partnership with internal and external stakeholders to deliver successful projects and events.

- Creating, implementing and evaluating marketing strategies, with an understanding of the importance of bespoke customer needs.
- Knowledge of the local educational landscape and national trends in respect to admissions, marketing and events.
- Managing and evaluating customer service standards in order to improve performance.
- Designing and implementing service level agreements to improve the admissions process.
- Safeguarding requirements and commitment to upholding the highest standards of safety for all school users.
- Supporting and coaching staff to resolve complex problems, with the ability to influence and persuade others.
- Building positive and collaborative working relationships with internal and external partners.
- Achieving excellent educational outcomes for all students.
- Managing multiple stakeholders and projects with competing priorities and timescales.
- Understanding and presenting performance data and recommending appropriate actions to address areas of risk.
- Resolving complex workplace problems and evaluating outcomes in order to improve future performance and manage risks.
- Managing and delivering organisational change and inspiring others throughout this process.
- Developing, updating and implementing policies, procedures and processes.
- Promoting community engagement and successfully establishing effective links with key stakeholders in the local community.
- Preparing risk-based reports for senior leaders and presenting future proposals.
- Delivering engaging staff training sessions and evaluating outcomes.
- Working in collaboration with parents and carers on sensitive issues.
- Effective budget management.
- Creating and maintaining a culture where all students feel valued, motivated and are supported to develop.

Personal qualities and skills:

- Articulate verbal and written communication skills with the ability to appropriately communicate and engage with different individuals and groups on a wide range of issues.
- Confident to deliver presentations to large internal and external audiences.
- High professional standards and personal integrity, with high expectations of self and others.
- Self-motivated, resilient and calm in high pressure situations, with the ability to manage a demanding workload and deliver results.
- Empathetic, with a high level of emotional intelligence.
- Innovative and outward looking; creative in finding solutions.
- Ability to appropriately challenge others and respectfully present views at a senior level.
- Able to represent and be a credible ambassador for the School.