



# Job Description

<b>POST:</b>	Assistant Principal: The Leesbrook Experience
<b>RESPONSIBLE TO:</b>	The Principal
<b>SALARY:</b>	L11- L15 (£54,091 – £59,581) + Teachers' Pension Scheme
<b>KEY RELATIONSHIPS:</b>	Academy Leadership Team; relevant teaching and associate staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.
<b>LOCATION:</b>	Oasis Academy Leesbrook
<b>WORKING PATTERN:</b>	Full-time and as described in the School Teachers' Pay and Conditions Document
<b>START DATE:</b>	1 <sup>st</sup> January 2022

## JOB PURPOSE:

The role will oversee all aspects of the students' 'Leesbrook Experience' from their transition, to their futures beyond the Academy.

The successful candidate will develop the great work that has taken place over the previous 4 years to develop the culture across the Academy, in line with our Oasis 9 Habits and Oasis Ethos, incorporating the leadership and training of our Academy's routines, expectations and behaviour procedures.

The successful candidate will also lead:

- The '4 Levers' provision across Oasis Academy Leesbrook to develop the provision further
- The Student Leadership Team and School Council
- Community engagement with local groups and stakeholders, including liaison with the Operations Manager to oversee Community Lettings.
- Be prepared to attend and lead events, including after school and during weekends.
- Have an unquestionable commitment to the Academy vision and to Oasis values
- Introduce and lead the development of the Leesbrook House system and subsequent House Competitions
- Development of the extended school provision to support the student experience beyond the classroom

- The Futures Programme to ensure and effective careers provision is in place, working closely to drive the 0% NEETs target
- Construction and monitoring of the Academy duty rota and Family Dining provision
- Lead and monitor the impact of external programmes 'beyond the classroom' (i.e. City Pathways, Positive Steps)
- Have the ability to coach and support other staff members in a compassionate and professional manner

## **RESPONSIBILITIES:**

1. To assist the Principal, together with other members of the Academy Leadership Team, in providing leadership and in managing the Academy.
2. To provide strategic leadership for specified whole school initiatives.
3. To monitor and support academic progress, attendance and behaviour of students in a specified phase of the Academy;
4. To actively support the vision, ethos and policies of the Academy.
5. To promote and safeguard the welfare of children you teach or come into contact with.

## **OUTCOMES:**

### **1. Achievement and standards**

- Set high expectations and stretching targets for the Academy to which your areas of responsibility contribute significantly.
- Ensure a consistent and continuous focus on student achievement using data to track and monitor the progress in every student's learning.
- Use national, local and Academy data effectively to analyse and evaluate student progress; planning and implementing effective interventions to support students.
- Continuously monitor and evaluate the effectiveness of learning outcomes.

### ***Professional Standards - Attributes, Knowledge and Understanding***

- Commitment to a collaborative Academy vision of excellence and equality that sets high standards for every student
- Ability to analyse and evaluate performance data.
- Demonstrate and articulate high expectations and set stretching targets for the Academy.
- Take appropriate action when performance is unsatisfactory within their specified areas of responsibility.
- Have an extensive knowledge and well-informed understanding of the local community and needs.

### **2. Quality of Provision**

- Contribute to the development of teaching and learning by supporting training programmes, coaching and mentoring of teachers.
- Develop and maintain Academy policies and practices which promote high achievement and inclusion through effective teaching and learning across the Academy.
- Contribute to the development of the curriculum to best reflect the Academy's curricular aims and to meet the needs of all students.
- Seek opportunities to collaborate with other Academies, innovative and high achieving schools through the Oasis Community Learning and other relevant networks to share and develop excellent pedagogies.
- Take a strategic role in the development of new and emergent technologies to enhance and extend the learning experiences of students.
- Implement strategies that ensure high standards of behaviour.
- Promote extra-curricular activities and out of hours learning which enhance learning opportunities.

- Have a teaching commitment within the Academy.

### ***Professional Standards - Attributes, Knowledge and Understanding***

- Recognise excellence and challenges underperformance at all levels and ensures corrective action and follow up.
- Ensures a culture of challenge and support where all students can achieve success.
- Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
- Understanding of school self-evaluation and an ability to make evidence-based judgements.
- Ability to initiate and support research and debate about effective teaching and learning and develop strategies to improve performance.

### **3. Leadership and Management**

- Be a strategic and supportive member of the Leadership team of the Academy, playing a key role in the development of the Academy as it becomes an innovative, high performing, and emotionally intelligent organisation for the 21st century
- Effectively manage an agenda to raise standards in all areas of Academy life.
- Take the lead strategic oversight for specified areas of improvement and development and make a significant contribution to the strategic development of all areas of the Academy, whether or not holding a direct responsibility for the strategic feature or not.
- Have oversight of ethos and culture across the Academy, if the first instance,, ensuring that effective behaviour takes place and that students' personal development needs are met.
- Play a key role in creating an environment within the Academy where students and staff develop and maintain positive attitudes towards each other, the environment and community.
- Contribute to the development and review of the Academy Development Plan, LOP, Ofsted Self Evaluation Form and the related documentation.
- Line manage designated teachers, Curriculum Leaders and support staff working collaboratively to raise student achievement and attainment across the Academy and provide effective support, guidance, challenge and information for all staff within designated areas of responsibility.
- Take an active role as a Team Leader within the Academy's Performance Management policy in addition to promoting and providing induction and Continuous Professional Development opportunities to ensure the professional effectiveness of teaching and support staff colleagues.
- Maintain clear expectations, high standards of professionalism and collaboration to meet the Academy Improvement Planning priorities.
- Assist in the appointment of staff and their deployment to make most effective use of their skills, expertise and experience to raise standards of achievement across the Academy.
- Ensure that all staff have a clear understanding of their roles and responsibilities.
- Use appropriate resources, in consultation with the Principal, for effective, efficient and safe teaching and learning across the Academy; accommodation, agreed budgets, staff, time, courses, development opportunities and ICT resources.
- Liaise effectively with all stakeholders including parents, Hub Council, feeder schools, partner secondary schools, business and community partners and the wider community, as appropriate to designated strategic responsibilities.
- Network with other Academies, innovative and high achieving schools through the Oasis Community Learning and other relevant networks; make and host regular visits in order to learn more about the ways that other institutions are effecting change and transformation.
- Ensure the Academy is compliant with national, local and Academy statutory, legal; and policy requirements.

### ***Professional Standards - Attributes, Knowledge and Understanding***

- Acts as a lead professional, setting a professional example to staff and students.
- Makes professional, managerial and organisational decisions based on informed judgements.
- Inspires, challenges, motivates and empowers others to carry the Academy vision forward.

- Understands the management of change to bring about sustained improvement
- Prioritise plans and organises themselves and others
- Lead Strategies across the Academy
- Lead external support agencies who complement and support the curriculum, across the Academy
- Knows about the use of a range of evidence, including performance data, to evaluate and improve aspects of school life, including challenging poor performance.
- Commitment to the equitable management of staff and resources.
- Able to delegate and monitor the implementation of management tasks

#### **4. Personal Development and Well-Being (Every Child Matters)**

- Lead the implementation of the personalised learning agenda, raising achievement and improving the quality of teaching, learning and support across the Academy.
- Ensures a consistent and continuous Academy-wide focus on student achievement, using baseline and progress data to monitor progress.
- Recognise and reward students who are making good progress and identify underachievement putting in place appropriate support to address the areas of weakness.
- Supporting the extended school programme, including visits.
- Supporting the Academy in the delivery of the Every Child Matters outcomes.
- Treat all members of the school community fairly, equitably and with respect to create and maintain the Academy ethos.
- Ensuring the safeguarding of all students through the implementation of effective policies and procedures
- Ensuring a safe working and learning environment through application of appropriate risk assessment and adherence to current Health & Safety regulations

#### ***Professional Standards for Teachers – Attributes, Knowledge and Understanding***

- Have a commitment to choice and flexibility in learning to meet the needs of every student.
- Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of students.
- Work effectively with relevant agencies to protect children.

#### **5. Views of Learners, Parent/Carers and other Stakeholders**

- Ensure an effective partnership with parents and carers to support students' academic and personal development.
- Seek opportunities to invite parents, carers and other members of the community into the Academy to enrich the opportunities for all students.
- Ensure parents and carers are well informed about their child's progress and targets and their part in the process of improvement.
- Seek the views of parents, carers and other member of the community on the development of the Academy
- Support students in their lives, beyond the Academy, ensuring that they are equipped to be 'happy and successful leaders'

#### ***Professional Standards – Attributes, Knowledge and Understanding***

- Create and maintain an effective partnership with parents and carers to support and improve students' academic and personal development.
- Recognise and takes account to the richness and diversity of the Academy's community.
- Listens to, reflects and acts on community feedback.
- Builds and maintains relationships with parents, carers and the community that enhances the education of all students.

#### **6. Professional Development**

- Keep up to date with current research in school improvement.

- Lead professional development activities, as appropriate, to update and develop the skills of colleagues.
- Provide regular coaching and mentoring for less experienced colleagues.
- Participate in Performance Management accordance with Academy policy.

***Professional Standards – Attributes, Knowledge and Understanding***

- Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.
- Build a collaborative learning culture within the Academy.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

All staff take an active role in the Academy's care and guidance of students.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

# Assistant Principal: The Leesbrook Experience

## Our Purpose

The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.'

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

## Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Right to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in leadership (i.e. NPQs)</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Recent relevant professional development</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Record of good and outstanding teaching experience in secondary setting</li> <li>• Experience in leading whole school initiatives</li> <li>• Leadership experience in a mixed, comprehensive school or academy</li> <li>• Excellent teaching experience</li> <li>• Proven record of success in raising student achievement</li> <li>• Evidence of success at a senior or middle leadership level in developing whole academy/school strategy and vision</li> <li>• Experience of establishing and developing a project with clear evidence of positive impact</li> <li>• Experience and understanding of the academy/school planning, monitoring, review and evaluation process</li> <li>• Experience of academy/school self-evaluation</li> <li>• The ability to converse at ease with parents/students and members of the public, and provide advice in accurate spoken English'</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in more than one comprehensive school.</li> <li>• Experience of implementing new initiatives and developing existing initiatives</li> <li>• Experience of working with the local community</li> <li>• Understanding of the national expectations for Careers</li> <li>• Experience of leading Student Leadership</li> <li>• Experience of working with external agencies and organisations</li> <li>• CP/safeguarding training and experience</li> </ul>

<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Ability to provide appropriate challenge and support for students</li> <li>• Knowledge of behaviour management strategies and an ability to maintain good discipline</li> <li>• Understanding of the practical application of Equal Opportunities in an Academy context</li> <li>• Knowledge of safeguarding and promoting the welfare of children and young people</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to motivate students and staff</li> <li>• Good communication skills</li> <li>• Ability to lead and work as part of a team</li> <li>• Ability to use and act on own initiative</li> <li>• Commitment beyond Academy hours to support the development of the Academy, including working with the local community and other stakeholders.</li> <li>• Ability to reflect</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</li> <li>• Ability to use initiative to manage challenging situations and show resilience during times of challenge</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li> </ul>	

