

Associate Assistant Principal – Communication; Outreach & Partnerships

Responsible to: Principals & CEO

Responsible for: Partnerships & Outreach Manager

Paid on the UKAT Leadership Scale

Purpose and Vision

The primary focus of the role is to proactively build effective relationships with key external stakeholders, particularly our sponsor The University of Kent, local schools, other universities, the academy's careers adviser, subject leaders and parents to develop a programme of outstanding partnerships and collaborations which contribute significantly to the academy's students' educational experience, outcomes and enhance their cultural capital.

Key responsibilities

SLT:

- 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 and sustaining outstanding outcomes for all students.
- To contribute to the academy's high standard of education through teaching a substantial timetable within the post holder's specialist area
- 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.
- 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 Principal.

- Participate in duty rotas, parent/carer evenings, curriculum evenings and other academy events.
- Carry out any other reasonable duties directed by the CEO or Principal.
- Always promote and ensure conformance to the Safeguarding Policy.
- Be responsible for priorities within the Academy Improvement Plans and contribute to Ofsted preparation.

Associate Assistant Principal Partnerships & Outreach:

- To develop a strategy and implementation plan for partnerships and outreach that is agreed by the Governing Body and the Senior Leadership Team
- Lead on planning and delivery of key promotional and informational events as identified by the academy Principal (e.g., Open Evenings and Year 7 transition events)
- Fully leverage the resources and expertise of the academy's university sponsor to support students' academic achievement, wellbeing and educational experience
- Developing links with other schools and educational providers, including the support for local primary schools and further education colleges
- Work with careers advisors to establish collaborative relationships with employers and public sector organisations (e.g, NHS) to provide exceptional work-related experiences and interactions
- Ensuring effective internal and external communication about the schools' outreach programmes
- Reporting to the leadership of both schools on a regular basis.
- Reporting to Governors on a regular basis and where appropriate engaging them in the on-going outreach activities

Organisational citizenship

- To participate in the whole staff performance management process.
- Display 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.

Associate 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.

Key Area	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> Honours Degree and / or post graduate qualification e.g. Masters/PHD. Qualified Teacher Status. Evidence and a track record of ongoing and sustained continuing and relevant professional development. 	<ul style="list-style-type: none"> The National College accredited or nonaccredited course/ qualification or Specialist Schools and Academies Trust leadership course Other national accredited relevant qualification
Experience	<ul style="list-style-type: none"> 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. Evidence of analysing and using a range of data. Evidence of successfully impacting on staff performance outcomes. Proven ability to succeed within a culture of strong and rigorous accountability. 	<ul style="list-style-type: none"> Experience of leading external projects in a wider educational context. Working with a sponsor in an Academy or Trust setting. Experience of budget management.
Knowledge, skills and abilities	<ul style="list-style-type: none"> An Outstanding classroom practitioner, with a passion for teaching and learning Shared vision with sponsor. 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. 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. 	<ul style="list-style-type: none"> Evidence of strategic leadership. Experience in a role related to partnership/outreach project coordination Strategic understanding of the current national and international future educational scene, including T Levels and vocational/technical qualification reforms. Knowledge and practical application of leadership and management theory and educational philosophy. Understanding of the Ofsted framework and workings of the SEF.

General	<ul style="list-style-type: none">• Commitment to the wider aims and objectives of the Academy and the MAT.• A strong belief in the power of partnership and a genuine commitment to enhancing students' experience through collaboration	