

## Job Summary

As a senior and/or extended member of the academy Senior Leadership Team the postholder will implement priorities for academy improvement that support the achievement of excellent outcomes. The postholder will work with the leadership team to predominantly lead on the operational delivery of one or more of the academy's strategic aims which might include raising standards, teaching and learning, curriculum, progress and exams, behaviour and ethos, attendance, safeguarding and pastoral support, EDI or personal development.

As part of the extended leadership team, the postholder will rigorously ensure that the academy's systems, policies and procedures are working smoothly and effectively on a day-to-day basis.

An inspiring leader who, through leading by example, will promote high expectations and support the delivery of high attainment and pastoral care for all students. An effective team player who is dynamic, creative and able to play a significant role in the strategic direction and development of the academy. Willing to grow and develop professionally, gaining significant strategic leadership experience which will support a career pathway to becoming Assistant Principal in the future.

## Provision specific information:

This Job Description has been written to detail the various work strands which a CLF AAP might be expected to lead on and therefore some of these duties may not be relevant or appropriate to the academy or provision. In our primary and Post 16 settings the AAP will still have a teaching commitment, and in a secondary, this will be variable depending on the needs of the school. In such cases where there is a teaching commitment, colleagues will be expected to be highly competent in all elements of the Teachers' Standards and achievements and contributions should be substantial and sustained, as detailed within the federation's teacher Job Description.

## Primary Duties and Responsibilities

Leadership Expectations	Description
<b>Vision, culture and engagement</b>	<ul style="list-style-type: none"> <li>• Work with the Leadership Team leading on at least one area of the Academy Improvement Plan, associated strategic priorities and improvement objectives including but not limited to one of the following areas: raising standards, teaching and learning, curriculum, behaviour and ethos, pastoral support or personal development.</li> <li>• Understand the bigger picture in respect of your academy and the trust and communicate this to your academy teams in an authentic and decisive way, by setting the vision within the working context.</li> <li>• Establish and sustain a positive culture and work environment across your academy teams, aligned with the vision, which engages and empowers others and builds trust.</li> <li>• Model the highest expectations and professionalism and beyond when working collaboratively with colleagues outside of your academy.</li> </ul>
<b>Leading People</b>	<ul style="list-style-type: none"> <li>• Provide inspiring leadership which ensures a high quality of education and high standards of achievement for all students.</li> <li>• Leadership of:                         <ul style="list-style-type: none"> <li>- Designated year group teams.</li> <li>- Teaching colleagues leading on a particular workstream.</li> <li>- Academy staff.</li> <li>- Curriculum leaders.</li> </ul> </li> <li>• Take a positive approach to line management, providing high quality professional development and coaching to ensure an excellent pastoral and academic provision.</li> <li>• Model professional behaviour, promote high expectations, recognise excellent work, challenge peers, and be a lead professional.</li> <li>• Successfully deliver the Professional Development Review process for relevant staff.</li> </ul>

		<ul style="list-style-type: none"> <li>Actively engage with the Central HR Team and other senior leaders for advice and support where needed with people related matters to ensure you are managing and supporting colleagues in accordance with CLF employment policies and procedures and have an awareness of relevant employment law legislation.</li> <li>Actively engage with the trust's Central Team where required in respect of Estates, Facilities, IT, Data or Finance.</li> </ul>
	<b>Leading in the specialism</b>	<ul style="list-style-type: none"> <li>Utilise contemporary effective school improvement strategies.</li> <li>Apply knowledge of current developments in the education sector through your leadership.</li> <li>Through your leadership implement changes to national performance measures.</li> <li>Enforce safeguarding and GDPR policy and provision at a leadership level.</li> <li>Use evidence-based strategies that improve academic and pastoral outcome.</li> <li>Continuously develop skills and knowledge to further expertise within the specialism and share this knowledge with the academy, leadership and trust colleagues.</li> </ul>
	<b>Leading continuous improvement</b>	<ul style="list-style-type: none"> <li>Leadership of academy improvement alongside the Senior Leadership Team.</li> <li>Increase the standard of achievement of all students and ensuring student performance is at least in line with academy and trust targets.</li> <li>Effective leadership of quality assurance processes and activities as part of the extended leadership team.</li> <li>Work collaboratively alongside the academy SLT to ensure a consistently better provision across the academy.</li> <li>Work with the leadership team to identify priorities and opportunities for academy improvement to achieve excellent outcomes. These priorities will have been identified by: <ul style="list-style-type: none"> <li>Delivery of excellent Teaching and Learning.</li> <li>Delivery of excellent Achievement.</li> <li>Delivery of excellent Culture and Ethos.</li> </ul> </li> <li>Take responsibility for academy wide behaviour, attendance, safeguarding and inclusion within designated year groups.</li> <li>Implement key aspects of the academy's improvement plan within your area of responsibility, working and collaborating as a committed team.</li> <li>Analyse the impact of any changes implemented and continuously review to ensure this meets the needs of the department.</li> <li>Work to ensure strong links are built with the community and school partnerships.</li> </ul>
	<b>Managing Resources</b>	<ul style="list-style-type: none"> <li>Rigorously ensure all academy systems are working smoothly and efficiently on a day-to-day basis.</li> <li>Ensure alignment of academy-wide systems.</li> <li>Support effective daily running of the academy.</li> <li>Monitor and manage safeguarding cases effectively, working with the DSL.</li> <li>Work with and promote the work of the SENDCO to ensure that all vulnerable students are supported to achieve and receive the appropriate statutory provision and support to be successful.</li> <li>Promote and advocate best practice procedures implemented by the attendance lead to help in increase attendance within the academy.</li> <li>Exercise informed decision making and promote a culture of good value for money within your department, to support the delivery of strong outcomes.</li> </ul>

<b>Outward facing</b>	<ul style="list-style-type: none"><li>• Represent the academy at trust events and networks.</li><li>• Represent the federation at networks and strategic panels as appropriate.</li><li>• Engage in the trust collaborative structures - communities and networks.</li><li>• Represent the academy and federation with respect to community, parents and outside agencies.</li><li>• Commitment to professional knowledge, learning and development outside of the specialism actively contributing to whole school initiatives.</li><li>• Participate in any partnership, networking and collaboration work as directed by the Principal which may include contribution to academy council meetings, federation wide and outreach work.</li><li>• Positively represent your year group/phase, department, academy and the trust as a confident highly effective senior leader.</li></ul>
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### General Expectations

#### Behaviour Expectations

- Maintain **High expectations** in all we do, ambitious for ourselves, our communities, and our environment.
- Create **Equity** of opportunity, promoting inclusion, removing disadvantage and rejecting discrimination.
- Champion the success and life chances of **All children**.
- Furnish pupils and staff with the **Resilience** to succeed as lifelong learners.
- Harness our **Togetherness** to achieve more, collaborating proactively in the seamless unity.

#### Expectations of Jobholder

- Be aware of and comply with CLF policies as set out in the CLF Employment Manual as well as individual academy policies and procedures.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the postholder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.
- Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Commit to professional self-development, such as through participation in inset training and professional services network as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.