**STEPHENSON** **TRUST**

**JOB PROFILE**

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**Role Title: Deputy Principal**

**Bridge Academy**

**Accountable to: Head of School, Bridge Academy**

**Grade: Leadership Spine 16-20**

**JOB PURPOSE**

* To ensure achievement is outstanding in relation to point of entry and that the quality of teaching and learning, student attendance, with the management of intervention programmes on attendance, assist all staff in achieving this aim within the Academy.
* To work closely with the Head of School, to manage the development of the AP Academy in Milton Keynes and ensure all statutory requirements and regulations are met.
* As sole Deputy Principal, the post holder will be responsible for leading the school in the Head of School’s absence.

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**PRINCIPAL ACCOUNTABILITIES**

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| * Working closely with the Head of School, to take responsibility for strategy around Quality of Education, in line with the Academy’s priorities and in supporting the specific needs of the children in the community we serve * Deliver highly effective personal Teaching and Learning (0.2) and develop staff to secure the same | |
| * To be responsible for the Quality Assurance programme for the whole Academy and hold line managers (APs and middle leaders) to account at the Manor Road Site. * To design, implement and evaluate the CPD programme for Bridge Academy staff according to need * To embed our ethos and values as a quality mark which is clearly and regularly communicated to parents and community stakeholders |
| * To assist the Head of School in ensuring that the Manor Road site operates as an integrated part of Bridge Academy |
| * To recruit and retain a high quality team in line with the needs of the young people and the expectations of partners through safer recruitment, supervision and appraisal. |
| * To provide strategic leadership of Academy behaviour and attendance systems in order to ensure the highest standards of student engagement, attitudes to learning, attendance and punctuality across the Academy. |
| * To be accountable for the effectiveness of the centre with regard to attendance and work with all staff in finding ways to overcome barriers to attending Bridge Academy AP |
| * To ensure effective curriculum and staff partnerships with schools to facilitate student reintegration * To exercise effective management of the budget providing an appropriate level of resourcing and value for money |
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**SCOPE**

The Deputy Principal will work with the Head of School to manage all aspects of the curriculum, inclusion and SEN/therapeutic needs and ensure the effective deployment of resources within the Academy.

The Deputy Principal will ensure all activities across the Academy are carried out to agreed Stephenson Trust standards and in line with legislative, regulatory requirements and minimum national standards.

The post holder must have significant experience of the secondary education sector and management experience. Work will also engage partners from the statutory and voluntary sector who can contribute to the holistic support of young people and their families.

The post holder will lead a team of up to 20 staff and have budget responsibilities, roughly 80% of which is committed to staffing costs and will be jointly managed by Stephenson Trust.

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**WORK PROFILE**

* To undertake the role as operational lead within the Academy in all aspects of curriculum, student welfare and development, standards, recruitment and personnel, premises and maintenance and health and safety.
* To have overall management of a team within an Alternative Provision Academy setting.
* To manage the implementation of a curriculum that takes account of the entitlement of secondary aged student, is engaging and ensures academic outcomes and where applicable that enable vulnerable students to reintegrate to mainstream school.
* To ensure the coordination of effective provision for student welfare, development and wellbeing, multi-agency support and related partnerships in order to measurably improve student outcomes
* To lead a culture of aspiration, celebration and reward in the Academy and its community
* To lead academy improvement through the perspective and engagement of parents and the community
* To ensure students have appropriate opportunities to consider careers within options guidance (year 9)
* To develop and deliver a programme of continuous professional development for all members of the Academy in consultation with the Head of School.
* To lead on Manor Road’s Site based development through effective needs analysis, planning and facilitation of priority areas for development.
* To work with the Head of School and Business Manager to identify the budgetary needs within the Academy, ensure effective day-to-day operational management of the budget and wider forecasting for the financial year.
* To lead the effective evaluation of the service and make evidence based recommendations for future policy, practice and service development.
* In partnership with the Head of School, to facilitate effective partnership working across all schools and centres and the delivery of a range of common standards and practices across Bridge Academy.
* To act as Deputy Designated Safeguarding Lead and to ensure that all Academy processes operate in accordance with protocols and legislation regarding information sharing, confidentiality and safeguarding and have oversight of the work of all DDSLs within each Academy site.
* To maintain thorough knowledge of legislation and effective practice in related areas; and ensure that all processes involved adhere to such legislation and models of best practice.
* To undertake a teaching commitment as required to maximise the efficient and effective running of the centres within the Stephenson Trust.
* To take an active role as part of the Senior Leadership Team, involving providing data for reporting to Governors.
* To undertake any other duties within Stephenson Trust commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

**PERSON SPECIFICATION, Deputy Principal, Bridge Academy Central, West and South, KS3 and KS4**

**In completing your Application Form and in any letter of support you will need to show clearly how you feel you meet those criteria where the method of assessment is listed as Application Form [A].**

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|  | **Examples Specific to Role** | **Required** | | **Method of Assessment**  **Application Form [A]**  **Interview [I]**  **Task [T]**  **Reference [R]** |
| **Essential** | **Desirable** |
| **Technical knowledge and qualifications** | * QTS or similar level of professional standing * Primary/Middle School experience * Experience of more than one setting and 5+ years experience * Relevant experience training or qualifications in leadership (NPQSL/NPQH) * Educated to degree level and/or education management qualification equivalent * Knowledge of issues affecting student outcomes (behaviour, academic, social) * Good understanding of legislative framework in relation to schools and Alternative Provision * Significant success in developing the social and emotional competencies of young people with barriers to learning * Demonstrable understanding of child protection and safeguarding processes and procedures | X  X  X  X  X  X | X  X  X | A  A, R  A  A  I  A,I,T  A, R, I  A,I,R  A, I |
| **Planning and**  **organising work** | * Strategic development of service in conjunction with schools, providers and professionals * Able to develop and deliver a relevant curriculum and personalised education plans * Able to monitor and evaluate quality of provision, including teaching and learning * Able to action plan for the medium and long term within agreed parameters | X  X  X  X |  | A,R  A,T  T,I  T |
| **Planning capacity**  **and resources** | * Ability to plan, set and manage budgets * Able to lead and motivate staff * Able to engage and work with partners, understanding their service priorities | X  X  X |  | A  I,R  A,I,R |
| **Influencing and interpersonal skills** | * Ability to communicate effectively to a wide range of audiences (schools, service providers, other professionals) * Ability to forge positive partnerships with young people and families (including those who have little regard for education) and helping them to support their child’s development * High level engagement of schools, professional and voluntary sector (locally and nationally) to support progress of pupils * Successful experience of working with challenging and vulnerable young people and appropriately meeting their needs | X  X  X  X |  | I  A,I,R  A,R  A,I,T,R |

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| **Using initiative to**  **overcome problems** | * Demonstrable commitment to and experience of raising standards * High level competence and experience of negotiation and conciliation * Good analytical skills with particular reference to student performance * Creative use of resources to meet service requirements | X  X  X  X |  | A,I,R  I,T,R  I,T  A |
| **Managing Risk** | * Ability to quality assure risk assessments for activities undertaken by young people * Ability to assess risk and plan service response | X | X | A  I |
| **Managing Change** | * Experience of managing and delivering change | X |  | A,I,R |
| **Accountability and Responsibility** | * Ability to undertake tasks without direct supervision to deliver service requirements * Have a clear responsibility framework for staff * Take responsibility for overall performance of centre and team | X    X  X |  | A,R  I  I,T |
| **Managing People** | * Successful management of a diverse team in an educational setting * Ensure staff skills are developed to meet service need * Managing service quality from providers or agencies supporting young people * Has a clear leadership vision for service delivery and improvement * Deal effectively with poor performance | X  X  X  X  X |  | A,R  A,I  A,I  A,R,I  A,R,I |
| **Managing Resources** | * Commissioning of services from external providers |  | X | A,R |

**Other Information – you will need to be confident that you can meet both requirements set out below**

Able to travel to meet service delivery requirements

Available to undertake work outside of normal working hours

**Please submit with your application form a statement in support of your application that outlines how you feel you meet the criteria set out above, particularly those areas assessed through the application form. The statement in support should be no more than three pages of A4 in length and should also indicate why you are interested in the post.**

**Stephenson (MK) Trust is an Equal Opportunities employer.  We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.  This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf.  An enhanced Disclosure and Barring Service Certificate is required prior to commencement of this post.**