**Job Description**

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| **Post Title** | **Salary** | **Reviewed** |
| **Principal Designate of North Star Alternative Learning Provision**  | ***Group 4*** ***L16 – L22*** | **January 2023** |

**Managed by:** Chief Executive Officer (CEO)

**Responsible for:** The leadership team of North Star Alternative Learning Provision and other staff as directed.

**Job Purpose**

To be a key member of the Executive Leadership Team (ELT), working in partnership to identify the vision, values and key priorities for North Star Academy Trust and ensuring these priorities are implemented within the Alternative Learning Provision (ALP) and across the Trust.

Take responsibility for setting up a new school to provide specialist education on an interim basis for children between the ages of 5 and 16 years old who have come from mainstream schools. North Star ALP will continue students’ education and help them to develop skills and coping strategies so that they are able to reintegrate into mainstream school and apply themselves more effectively to learning.

Additional responsibility will include managing North Star Outreach service by continuing to develop outreach support for students in mainstream primary schools and expand the service to work with students in secondary schools who may be at risk of exclusion. The postholder will continue to develop the outreach provision on a commissioned and traded basis to ensure high quality education for all its pupils takes place in line with statutory requirements from key stage 2 through to key stage 4.

Take responsibility for managing any additional alternative educational hubs which are set up within the Trust to meet specific groups of students needs.

The Principal Designate will take on additional management responsibilities within the Trust during the pre-opening phase as directed by the CEO.

Act within the statutory frameworks, which set out the professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Head Teachers’ Standards.

**Key Job Outcomes**

**Strategic Leadership**

Promote, secure and establish highly effective leadership and management at all levels and across teams, motivating and empowering to aspire staff to achieve ambitious outcomes, which maximise the educational and personal development of pupils.

Develop and implement a high-quality educational strategy within the school which embeds the Trust’s agreed values, curriculum and organisational behaviour and supports the Trust’s culture of striving for excellence and continuous improvement.

Work effectively with the Local Governing Body (LGB) and Trustees to develop strategic direction, hold the school to account and deploy resources in the most effective way to provide the best education for students.

Establish clear mechanisms for regularly reporting to the LGB, Trustees and other stakeholders.

Secure robust school self-evaluation and quality assurance and risk assessment procedures.

Ensure all students are safe by establishing a whole school approach to safeguarding which promotes and secures a robust and highly effective safeguarding culture, underpinned by best practices.

Recruit and retain high quality staff, with the right skills and expertise, which make a difference for pupils, and enables the development of the Academy as a centre of excellence.

Develop a culture of personal responsibility that recognises excellence and supports appropriate strategies to deal with under performance (in accordance with Trust’s Appraisal and Capability policies and procedures).

Ensure effective performance management is in place for the leadership team and that all new teaching leadership have a thorough, bespoke and differentiated induction experience.

Keep abreast of educational developments and best management practice in order to introduce appropriate innovation.

Plan for the future needs and further development of Alternative Learning Provision within the local, regional, and national context.

To liaise effectively with those in local authority roles linked to the provision of alternative learning placements. Be aware of the education landscape which could affect the local authority requirement for ALP places by looking at projected figures,

**Project Managing the opening of North Star Alternative Provision**

Plan and project manage the opening of the new school to ensure the building is completed on time to the required standards and is fit for purpose,

Ensure staff have been recruited with the right skills and experience, good learning resources and IT systems are in place and budgets are managed effectively.

Plan the integration of students into the new school and consider how student numbers can be increased so student needs are met in the most cost-effective way.

Ensure staff are clear on their areas of responsibility from the day of opening and there are clear systems and procedures in place to ensure the smooth running of the school on a day- to-day basis. This will be achieved by providing comprehensive induction and staff training.

The new school will open with approximately half the number of pupils that will attend when the school is at full capacity so there will be a requirement to do some teaching initially.

Embed the Trust policies and procedures in the new school and where appropriate tailor and agree changes to policy to meet the needs of North Star ALP.

Ensure the protection and safety of pupils and staff through effective approaches and procedures for safeguarding, as part of the duty of care.

Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds.

Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently. Ensure rigorous approaches to identifying, managing, and mitigating risk.

**Outreach Service**

To manage the North Star Outreach service by continuing to develop outreach support for students and expand provision for students in secondary schools who are at risk of exclusion. The postholder will develop the outreach service offer on a commissioned and traded service basis to promote and ensure continued access to high quality education for students from Key Stage 2 to Key Stage 4.

To work in productive partnership with stakeholders and other agencies in order to secure the very best outcomes for pupils.

Take responsibility for managing any additional alternative educational hubs which are set up within the Trust to meet specific groups of student’s needs.

**Curriculum**

Ensure all students have access to a broad and balanced curriculum that will be personalised to meet individual needs.

Ensure the personal development needs of the pupils are met – Enrichment provision, PSHE, RSE

Establish strong middle leadership roles within a distributed leadership structure.

Ensure coherent curriculum planning which sets out a clear progression for the development of knowledge, skills and understanding.

Develop subject leaders so that they have the necessary and relevant expertise to carry out their roles effectively.

Ensure access to professional networks and communities for subject leaders.

Ensure ALP programmes provide ambitious, appropriate vocational and academic options and support an effective reintegrated return to mainstream school.

**Teaching and Learning**

Secure and sustain effective teaching and learning throughout the school by ensuring each of the Leadership Team have in place sound strategies for monitoring and evaluating the quality of teaching and standards of pupils’ achievement, using benchmarks and setting targets for rapid improvement of all children.

Promote excellence in teaching and learning, ensuring a continuous and consistent focus on pupils’ achievement and development (personal development as well as academic).

Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the provision, outcomes, curriculum and assessment.

Use research to keep abreast of educational developments impacting on North Star Academy Trust and its academies, both locally and nationally, and ensure senior leaders operate within a flexible environment that is responsive to change.

Ensure literacy and numeracy levels are increased through high quality teaching, intervention and a whole school approach.

Promote raising standards through a rigorous process of monitoring and assessment; pupil tracking and target setting to ensure the progress of all vulnerable groups.

Monitor the progress of staff towards meeting the overall aims and objectives within their areas of responsibility.

Take responsibility for the development and implementation of all matters relating to pastoral needs of pupils, child protection and the school’s behaviour and anti-bullying policies.

**Raising Aspiration, Achievement and Attainment**

Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes

Establish appropriate and effective systems which ensure that the pastoral needs of pupils are met so that progress can be secured.

Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.

Ensure an appropriate MIS system is in place and that staff are trained and confident in its use.

Lead the schools’ data and quality assurance activities to ensure that North Star Alternative Provision has live, accurate and forensic data on school performance and ensure that all DfE, OFSTED and Central Team requirements are met.

Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes

Promote and secure good relationships with parents, which are based on partnerships to support and improve pupils’ achievement.

Ensure North Star Academy Trust priorities are consistently and effectively implemented, and the impact monitored.

**Safeguarding, Attendance and Behaviour**

Promote the welfare of all children and support the CEO and Deputy Principal in all aspects of safeguarding.

As required, work with the SLT to improve levels of attendance and punctuality across the school, in particular the attendance of those children for whom attendance is a barrier to their learning and achievement.

Ensure policies related to SEN/Inclusion and the Single Equality Framework are in place and up to date.

Work with the Deputy Principal in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards. Take the lead role in overseeing management of behaviour across the school and promoting a culture of positive behaviour.

**Developing the North Star Academy Trust**

* Contribute to achieving the Vision and Aims of North Star Academy Trust.
* Contribute to the development of the Trust as an outstanding provider of SEMH provision.
* Contribute to the development of collaborative and team working between schools in the Trust, as a means of affecting change and improving standards.
* Contribute fully to the improvement of pupils’ attitudes to learning and behaviour across the Trust.
* To lead cross trust initiatives.

General Accountabilities

* So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees in school/work areas for which the post holder is responsible to maintain a safe working environment for employees and pupils. These practices are defined in the Trust’s Health and Safety Policy and departmental codes of practice.
* Work in compliance with the Code of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities.
* Take responsibility for your own professional development by keeping up to date with new initiatives and current best practice.
* Ensure that output and quality of work is of a high standard and complies with current legislation and standards.
* Carry out any other duties as requested which are commensurate with the grade of the post.