**Title: ASSOCIATE PRINCIPAL**

**Remuneration: Leadership Spine 25-29**

**Accountable to: Governors and the Directors of the Lionheart Academies Trust. The CEO and Executive Principal**

**CORE PURPOSE**

To provide outstanding and effective day-to-day leadership with a clear focus on students, standards, outcomes, curriculum, improvement training and development for all staff.

* Responsible to the local Governors and Directors and work within the structure of the Lionheart Academies Trust with the CEO/Executive Principal.
* The Associate Principal will lead the Leadership Team to ensure effective day-to-day operation of school/College.
* In partnership with the CEO/Executive Principal, Governors and Directors, the Associate Principal will be responsible for ensuring the educational success within the overall framework of the Lionheart Academies Trust as well as contributing to the strategic work of the Trust’s Executive.
* To achieve success for all members of the college community within a culture of continuous innovation rigorous review.
* The Associate Principal will assist in shaping the vision for the future direction of leadership promoting excellence, equality and high expectations of all young people in both academic and extra-curricular achievements.
* To lead in creating a safe and productive learning environment that is engaging and fulfilling for all students and staff.

**KEY ACCOUNTABILITIES**

**Leading and Managing the School/College**

* In partnership with the Executive CEO/Principal, produce clear, evidence based improvement/development plans for the development of the school/college
* In partnership with the Executive CEO/Principal and Governors, recruit, retain and deploy staff in line with safeguarding procedures
* Appropriately manage the workload of staff to achieve the vision of the school/college
* Attend meetings of the Governing body
* Manage and organise the school/college environment effectively to ensure that it meets the needs of the curriculum and health and safety regulations
* Ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money

**Shaping the future**

* Work to ensure the highest priority is given to safeguarding and promoting the welfare of students in the school/college
* Ensure that the resources of the school/college are fully exploited to their best to raise the standards for our students
* Work with the community to translate the college’s vision into agreed operational plans which will promote and sustain college improvement
* Line manage all school/college staff on a day-to-day basis together with support of the CEO/Executive Principal
* To have responsibility for the performance management of teachers in the college
* Ensure the college’s vision is clearly articulated, shared, understood and implemented with all stakeholders
* Demonstrate the vision and the values in everyday work practice
* Motivate and work with others to create a shared culture and positive atmosphere
* Ensure creativity, innovation and the use of appropriate technologies to achieve excellence
* Ensure with the CEO/Executive Principal that strategic planning is led by the aspirations and values of the college and the Trust and is based upon rigorous self-evaluation
* Make a significant contribution to success for all across Lionheart Academies Trust, sharing the expertise and knowledge of the college and learning from the best practice of others
* Effectively prioritise in order to ensure the ongoing outstanding success of the college whilst working in partnership and offering support across the Trust and other schools

**Leading Learning and Teaching**

* To ensure that learning and teaching is at the heart of the schools/college’s decision making
* Ensure that personalising learning is at the centre of strategic planning and resource management
* Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning
* Demonstrate and articulate high expectations and set challenging targets
* Implement strategies which secure high standards of behaviour and attendance
* Shape, organise and implement a diverse curriculum with appropriate assessments
* Ensure that staff benefit from and contribute to initiatives to promote and celebrate good and outstanding practices
* Monitor, evaluate and review classroom practice and promote improvement strategies
* Challenge under-performance at all levels
* Monitor the students’ progress through rigorous tracking procedures that evaluates progress and achievement.
* Operate effective CPD/learning communities to underpin the aspirational outcome for students
* Ensure the contained involvement and development of students via ‘Student Voice’ initiatives

**Communication and relationships**

* Build a collaborative learning culture within the school/college and actively engage with other schools/colleges to build an effective learning community
* Implement the agreed policies for staff induction, professional development and performance review
* Treat people fairly and maintain a positive culture
* Develop means to communicate and celebrate staff success and achievements
* Develop and maintain a culture of high expectations for self and others, and take appropriate action when performance is unsatisfactory
* Review own practice and performance regularly, setting personal targets and taking responsibility for own personal development
* Be responsible for handling complaints against the school/college and for securing a positive outcome where possible

**Strengthening Community**

* Build a culture and curriculum which takes into account the richness and diversity of the local community
* Ensure learning experiences for students are linked into and integrated with the wider community
* Ensure a range of community-based learning experiences
* Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families
* Continue to develop and maintain an effective partnership with partners and carers to support and improve students’ achievement and personal development particularly attendance
* Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school/college to enhance and enrich its value to the wider community
* Contribute to the development of the education system by, for example, sharing effective practice, working in partnerships with other schools/colleges and promoting innovative initiatives
* Co-operate and work with relevant agencies to protect and safeguard the welfare of the students

**Securing accountability**

* In partnership with the CEO/Executive Principal fulfil commitments arising from accountability to the Governing body
* Develop an ethos of shared collaboration and collective responsibility for outcomes
* Ensure individual staff understand personal accountabilities and are held to account
* Work with the Governing body to enable it to meet its responsibilities
* Develop and present accurate accounts of school/college performance to a range of stakeholders
* Reflect on personal contribution to school/college achievements and take account of feedback from others
* Work with the Executive staff team for the Lionheart Academies Trust, which is accountable to the CEO/Executive Principal and the Trust, to ensure that all Premises/Estate, IT, Finance, HR and Business aspects of the school/college are effectively managed and conform to all necessary standards

**Other**

Any other reasonable duties deemed necessary to ensure the smooth running of the college

This job description will be reviewed in line with the college needs.

*April 2018*