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| **Post Title:** | **Assistant Principal: Academy Community** |
| **Job Purpose:** | Ensure that all academy structures enable stakeholders (staff, parents and students) to support students’ achievement. |
| **Responsible to:** | Principal |
| **Responsible for:** | Target-setting for student achievements and attainment.  Reporting to parents and parental engagement.  Continuing professional development programmes for all staff.  Academy organisation and MIS. |
| **Liaising with (Working Relationships):** | Academy Governing Body  Principal and Strategic leadership team  Teaching and support staff  Senior staff in MAT academies |
| **Hours of Work:** | Full Time |
| **Grade and Range of Post:** | Leadership Spine 12 - 16 |
| **Current Base:** | The Nuneaton Academy. As this is a role on the Strategic Leadership Team, the post holder may be expected to work in a leadership capacity in another MAT academy, or another school MAT is supporting, at the direction of the Executive Principal. |
| **Disclosure Level:** | This post is subject to an enhanced DBS disclosure. |
| **Main / Core Duties:** | To support the Principal on a daily basis.  To work as a member of the Strategic Leadership Team.  To set targets for student attendance, behaviour, other achievements and academic outcomes making use of qualitative and quantitative data.  To ensure that communication to parents is professional and timely, enabling parents to be active partners in their children’s education.  To provide an effective costed CPD programme for all academy staff ensuring it is line with MAT priorities and linked to individuals’ performance management.  To ensure that middle leadership is effective across the academy.  To line manage the academy’s team of ‘para-teachers’.  To ensure that the academy is a safe and secure environment.  To make a contribution to curriculum delivery in an area of personal specialism. |
| **Operational Planning:** | Lead in constructing the academy’s assessment and reporting cycle.  Lead in updating the academy’s prospectus annually.  Lead in ensuring effective Parent Voice  Lead in the construction of the Academy calendar. |
| **Service Provision:** | Ensure the assessment cycle and MIS systems are used to provide information to parents which is meaningful and assists their support for the work of the academy.  Line manage and co-ordinate middle leadership ensuring they are able to effectively lead in their areas.  Ensure the MIS is able to effectively support service improvement.  Ensure effective arrangements are in place to cover for all absent colleagues.  Ensure that CPD programmes are in place to support the development of all staff, including ITT, Teach First and NQTs, and that all receive the appropriate coaching and mentoring.  Ensure that opportunities for Parent Voice are regular, meaningful and have impact.  To be responsible for promoting and safeguarding the welfare of children and young people within the academy.  Ensure staff have the necessary resources and direction to deliver according to the academy’s vision.  Work with the other APs within the MAT to maximise opportunities for collaboration. |
| **Service Development:** | To seek continually to ensure value for money and performance improvement in academy’s provision.  To develop the academy’s organisation and planning being mindful of national developments.  To be responsible for personal CPD and participate fully in training and development opportunities identified by MAT or as an outcome of performance management.  To keep the work of the academy constantly under review against key performance indicators:   * Attendance * Parental complaints * Student behaviour indicators * Attendance at parent evenings * Academic performance * Student destinations |
| **Staffing and Staffing Development:** | Conduct effective performance management for an identified group of staff and ensure that appropriate programmes are designed to meet such needs.  Work with the other senior staff in the MAT to ensure that latest research is used in developing CPD programmes as appropriate. |
| **Recruitment / Deployment of Staff:** | Deployment of staff to cover for absent colleagues.  Support collaborative working across the MAT in order to share best practice and ensure all MAT students are supported. |
| **Quality Assurance:** | Continuously review academy provision in areas of responsibility against performance targets and value for money.  Analyse and interpret relevant data, research and inspection evidence to inform provision and seek improvement where necessary.  Ensure that personal contribution to curriculum delivery is an exemplar to other academic staff.  Inform the Principal immediately of any Health and Safety or Child Protection concerns that arise.  Support the Principal in ensuring that academy policies in all areas are followed by all staff. |
| **Management Information and Administration:** | Be responsible for ensuring that all staff are able to use the academy’s MIS to enhance practice and impact positively on student performance.  Ensure all information required by the governors, senior staff, Principal, Executive Principal and Board, to evaluate the academy’s provision is produced accurately, timely and efficiently. |
| **Communications:** | Effectively articulate to all stakeholders and in a variety of ways, the vision which underpins all aspects of the academy’s provision and support.  To ensure that all communications with service users demonstrate the values of the MAT and the academy.  To attend all meetings identified by the Executive Principal and Principal and communicate the MAT and academy vision effectively at meetings – both internal and external. |
| **Marketing and Liaison:** | Develop, nurture and maintain the positive image of the MAT and the academy.  Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the MAT and academy.  Actively promote the service of the MAT and academy. |
| **Management of Resources (Other than People):** | Responsibility for the safe use and safe keeping of Trust resources. |
| **Corporate Responsibility:** | To abide by and implement all policies and procedures of the MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures. |
| **Other Specific Responsibilities:** | To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.  To carry out all duties in the most effective, efficient and economic manner.  To continue personal development in the relevant area.  Participate fully with arrangements made in accordance with the MAT’s Performance Management Policy.  Perform any other reasonable duties as requested by the Executive Principal and Principal. |
| **Safeguarding:** | The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. |
| **General Statement:** | This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. |
| **Date:** |  |