



Job Description

Job Title: Assistant Principal - Safeguarding

Location: Sir Herbert Leon

Hours of work: Full time

Reports to: Headteacher, Chair of Governors

Purpose of the Role:

Employed in the capacity of a qualified teacher subject to, and with the benefits of, the conditions of employment set out, or referred to, in your letter of appointment and statement of particulars. Within such conditions of employment the description of your post is as below. To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

1. Strategic direction and development

- Develop and communicate a shared educational vision that expresses the core values of the Group, is responsive to the needs of the local community, and motivates and inspires others.
- Raise the aspirations of students, their families and all staff to foster the self-belief that all students who attend the Academy can achieve at the highest academic and personal success
- Work closely with other academies within the Group and all key stakeholders to achieve this vision and secure their commitment to its enactment.
- Develop a strategic approach that focuses on pace and accelerated progress to bring about rapid and sustainable improvement.
- Translate the vision into agreed objectives, operational and business plans, and develop appropriate mechanisms for regular monitoring and review.

2. Leading Teaching and Learning

- Promote excellence in teaching and learning, ensuring a continuous and consistent academy-wide focus on students' achievement and development (moral, spiritual, physical and social, as well as academic).
- Ensure that a high quality educational experience is available for all children and young people who attend the Academy.
- Ensure a robust and sustainable focus on supporting students to make the best possible progress in all subjects across the Academy.
- Establish creative and collaborative responses to personalising learning and improving teaching within the Academy.
- Drive innovation in education ensuring the Academy is able to respond to a changing external environment and that the skills, learning and aspirations of children and young people are developing and enhanced at all key stages.





- Determine curricula and learning pathways that are informed by current knowledge and best practice to develop the potential of all students and equip them for the demands of the Global economy.
- Develop and implement strategies to ensure continuity of learning at all main points of transfer, for example when students progress from the primary to secondary phase.
- Ensure the development and consistent implementation of robust tracking and monitoring systems that accurately identify and evidence students' ongoing and projected progress in all subjects.
- Ensure that assessment for learning is embedded in all teaching so that students understand fully what they need to do to make the best possible progress.
- Monitor, evaluate and review classroom practice; celebrate and promote excellence; challenge under-performance at all levels and ensure appropriate action is taken in accordance with Group policies and procedures.
- Provide a range of extra-curricular activities which will enhance the reputation of the Academy and the Group in regards to providing a broad and well-rounded education.
- Create a stimulating climate which will encourage all students to fulfil their potential, in the widest sense, and maintain a lifelong enthusiasm for learning and personal development.

3. Leadership of self and others

- Provide dynamic, consistent and motivational leadership for the Academy and its staff, ensuring the successful delivery of the vision, ethos, aims and objectives of the Academy in line with AET
- Set high standards and expectations for personal, student, and staff behaviours and actions in support of the achievement of the Academy's intended outcomes.
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the Academy.
- Develop and implement a performance management framework for teaching staff for the delivery of agreed outcomes and of high quality services through high quality people performance.
- Regularly review your own practice, set personal targets and take responsibility for your own continuous professional development.
- Ensure that systems are in place to encourage all staff to be similarly active in their personal and continuous professional development.
- Develop the capacity, through coaching and other appropriate means, of the educational leadership and management, particularly for middle and senior leaders.
- Develop an ethos that ensures regular involvement of all staff in Academy developments and encourages collaboration, innovation and individual and team creativity.
- Work collaboratively with the chair of the Local Governing Body (LGB) to encourage and support all LGB members both separately and collectively to fulfil their governance responsibilities effectively, in particular in terms of holding the Academy to account and challenging the Academy to enable all students to make the best possible progress and achieve their full potential.
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation, whilst building on the best of the AET ethos and vision.

4. Academy ethos and community





- Create effective means of communication to ensure that all stakeholders in the Academy community (including parents) are kept informed about, consulted on, and have an understanding of the aims of the Academy, its policies, procedures and future direction.
- Create strong links and collaborative ways of working with all stakeholders including the wider community, other Group academies, neighboring schools and colleges, ensuring the Academy is at the heart of the community.
- Work with other public and voluntary sector agencies, clubs and societies in the local community to develop extended services to enable the wider community (including entire family members) to access knowledge, skills and learning opportunities.
- Work with the AET Professional Services Departments, the Local Authority and the Local Governing Body to support the achievement of locally determined educational priorities and initiatives.
- Build wider links to ensure that national, public service, social enterprise and international perspectives feature in the Academy's approach.
- Develop positive solutions to achieving the British values of diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.
- Foster a culture where all members of the Academy community respect others and their physical surroundings.
- Provide appropriate systems of pastoral care to support the personal development of all students and create a caring climate in which self-confidence, self-respect and social responsibility are encouraged.
- Develop amongst teaching staff an outward perspective and desire to contribute to the wider life of the Academy.

5. Management of the organization

- Ensure effective operational management for the delivery of education within the Academy's budget and in accordance with financial and organisational structures of the Group as set in the Finance Handbook.
- Work to, report on, and achieve targets for achievement of the Academy and personal targets as agreed by AET, Local Governing Body and the DfE.
- Work within a defined organisational structure that enables effective and efficient ways of working and supports the achievement of the Academy's objectives.
- Within the Academy's strategic plan, support the recruitment, deployment, development and motivation of a committed, effective and diverse education workforce whose members have a clear understanding of the vision of the Academy and of their personal role in enabling and promoting high quality learning.
- Act in accordance with AET policies, procedures and legislation affecting the conduct of the Academy, particularly that governing health and safety, safeguarding, finance and employment rights.
- Monitor and evaluate student and organisational progress to ensure that objectives are being achieved.
- Deputise for the Principal in his absence

6. Supporting the work of the AET

- Develop strong, positive relationships with AET colleagues; contribute to collaborative work across Academies; and support other staff in participating in work and projects.
- Participate in Group and sector-wide activities in order to share best practice, contribute to the development of Group strategies and policies and promote the Academy and the Group in a national context.
- Undertake any other reasonable duties deemed appropriate to the role of a Senior Leader.





7. Specific Responsibilities

- To report to the Principal, Professional Services Departments, the Chair of the Local Governing Body and the Board as appropriate.
- Further aspects to be agreed with the Principal
- To deputise for the Principal in his absence

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.
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Safeguarding





We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Assistant Principal - Safeguarding

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	Qualified Teacher Status	
Knowledge/Experience	Specific knowledge/ experience required for the role	- Experience of leadership and/or management in a high performing school - Experience of managing significant change - Evidence of significant continuing professional development - Experience of leading professional development - Experience of planning at a strategic level	
Skills	Abilities	- Knowledge of methodology for strategic planning and resourcing - Knowledge and understanding of effective systems for monitoring achievement and standards	



		• Knowledge of the Ofsted framework for the inspection of schools • Evidence of good and outstanding teaching • Evidence of being a skilled leader/manager • Evidence of being a good team member • Evidence of ability to produce key documents to a very high quality in short time • Ability to motivate and inspire learners • Ability to motivate and inspire colleagues • Ability to be an excellent role model for all stakeholders • Ability to represent the organisation externally • Excellent interpersonal skills	
Personal Characteristics	Behaviours	• Positivity and flexibility • Energy, enthusiasm, commitment and stamina • Dedication to moving the organisation forward	



		• Reflective, insightful and creative • Interests outside school • Commitment to a healthy work/life balance	
Special Requirements		• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people	•