



**ATAM Academy**

**Job Description**

**Assistant Principal – Post 16 Lead and Personal Development**

<b>Post:</b>	Assistant Principal - Post 16 Lead and Personal Development
<b>Salary Leadership Scale:</b>	Leadership Point 12 - 16 (Outer London)
<b>Liaising with:</b>	Executive Leadership Team Senior Leadership Team The Khalsa Academy Trust (TKAT) Post 16 staff Personal Development staff All staff
<b>Line of Responsibility</b>	Principal

**Purpose of Post:**

- Support the Principal and Local Advisory Board to create a shared vision, which inspires and motivates all members of the academy community.
- Develop the strategic vision and direction for the Academy, based on analysis of local, national and international needs.
- Assume leadership of the academy in the absence of the Principal.
- Develop and lead post 16 provision
- Lead personal development across both phases (primary and secondary)

## Duties and Responsibilities

### Key responsibilities of Assistant Principal -Post 16 Lead and Personal Development:

- Support the Principal in ensuring the school's commitment to safeguarding and promoting the welfare of children is delivered
- Be emblematic of our values:
  - Truth, Altruism, Compassion, Service, Courage, Resilience and Love.
- Trust Ethos: Together As One
  
- Implementation and coordination of the whole school vision, ethos and strategy.
- To be the lead professional for the post-16 provision and be accountable for its success in recruitment, standards and outcomes.
- To develop the academy 6th form offer, to include curriculum, recruitment, personal development, pastoral support.
- To work with the Senior Vice Principal (Quality of Education) to develop pupil monitoring and tracking processes post 16
- To support, develop and hold to account middle leaders and staff to ensure that they are effective delivering personal development across the school.
- Support curriculum and lesson planning to promote progress for all students in personal development.
- Working with the Principal and Executive Leadership Team (ELT) to organise a high-quality line management structure and process which secures improvement and impacts on student development including wellbeing.
- To lead and develop a staff well-being programme (including a working party group) that will be impactful and measurable. To use emotional intelligence when leading on staff wellbeing.
- To lead on a high quality co-curricular programme, organising, developing and holding staff to account for the quality of the offer.

### General Expectations

- Provide inspirational leadership that demonstrates an unequivocal commitment to pupils and families.
- Support the Principal in ensuring that all School and Trust policies are implemented effectively. Monitor the single central record and ensure it complies with all relevant legislation
- Provide timely updates at Senior Leadership Team meetings on the impact of your leadership.
- Create a sense of capacity; being reliable, approachable and discreet.
- Have a profile around school before, during and after the school day
- Be solution focussed in your approach; taking ownership where necessary.

- With Senior Leadership Team (SLT) formulate and implement the School Development Plan (SDP)
- With the Principal, monitor and evaluate the schools progress against national criteria and the SDP.
- With the Principal, develop the capacity of the school, specifically in leadership
- Maintain appropriate and accurate records.
- Support, promote and attend extra-curricular events, concerts etc
- Promote and monitor Health and Safety for all, including responding to emergency situations.

### **Leading, Managing and developing Staff**

- To set high standards as a leader modelling, at all times, the highest possible standards of professionalism, ethical leadership, dress sense and personal behaviour.
- To develop and support a CPD programme for all teaching and support staff relating to areas of AP responsibility.
- Alongside the Principal, lead on the School's strategic actions in dealing with underperforming staff, in addition to supporting and developing the performance of all staff.
- To line manage curriculum areas as identified by the Principal
- To work actively with other members of the School Leadership Team in monitoring the performance of both professional and support staff in line with the School's performance management policies, strategies and practices.
- To work, through the School's line management system, with appropriate staff in ensuring a safe working and learning environment through application of appropriate risk assessment and adherence to current Health & Safety regulations.

### **Work with the Principal to secure accountability:**

- To fulfil commitments arising from contractual accountability to the Local Advisory Board and Trust.
- To develop a School ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To work with the Local Advisory Board & Trust (providing information, objective advice and support) to enable it to meet its responsibilities.
- To develop and present a coherent, understandable and accurate account of the School's performance to a range of audiences including LAB, parents and carers.
- To reflect on personal contribution to School achievements and to take account of feedback from others.

### **Other Duties**

- The post holder will be subject to performance objectives agreed annually and participate in performance management cycle.
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.
- To take on any whole school initiative or responsibility that the Principal may direct.

The above duties are not exhaustive and the post-holder may be required to undertake reasonable tasks as assigned by the Principal.

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 constructed.

This 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 at any time after consultation with the post holder.

## **CONDITIONS OF EMPLOYMENT:**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

### The Khalsa Academies Trust (TKAT) Safeguarding Statement

*The Khalsa Academies Trust is committed to safeguarding children. We believe that children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We expect that all staff, volunteers, outside agencies and service providers adhere to our policies and share in our commitment to safeguard all children in our care.*

## Assistant Principal - Post 16 Lead and Personal Development- PERSON SPECIFICATION

	Essential	Desirable
Qualification Criteria	<ul style="list-style-type: none"> <li>● Qualified to degree level and above.</li> <li>● Qualified to teach and work in the UK.</li> <li>● Qualified Teacher Status.</li> </ul>	<ul style="list-style-type: none"> <li>● Evidence of post degree study and qualifications</li> </ul>
Experience	<ul style="list-style-type: none"> <li>● Successful leadership or management experience in a school or other relevant organisation</li> <li>● Experience of teaching in a post 16 setting</li> <li>● Experience of having led, or significantly contributed to the success of a school through its leadership, ethos, teaching and results.</li> <li>● Experience of significantly raising the attainment of pupils in the classes/phases you have taught/led.</li> <li>● Experience of successful leadership at middle or senior level of an area of personal development</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working in an outstanding school</li> <li>● Experience of working in an all-through setting</li> <li>● Experience of leading a post-16 provision</li> <li>● Experience of setting up a post-16 provision</li> </ul>
Skills and knowledge	<p>Teaching and Learning:</p> <ul style="list-style-type: none"> <li>● Outstanding practitioner</li> <li>● Effective systematic behaviour management with clear boundaries, sanctions, rewards and praise.</li> </ul> <p>Vision and Strategy:</p> <ul style="list-style-type: none"> <li>● Vision aligned with the Academy's high aspirations and high expectations of self and others.</li> <li>● Understands how to set high aspirations and lead effective</li> </ul>	

	<p>strategies across all aspects of the job description.</p> <ul style="list-style-type: none"> <li>● Clear understanding of strategies to establish consistently high standards of results and behaviour in an inner city school and commitment to relentlessly maintain these standards.</li> </ul> <p>Leadership:</p> <ul style="list-style-type: none"> <li>● Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance.</li> <li>● Resilience and motivation to lead the academy through day to day challenges while maintaining a clear strategic vision and direction.</li> <li>● Strong organisational skills and ability to delegate.</li> <li>● Genuine passion and a belief in the potential of every student.</li> <li>● Use of data to inform and diagnose weaknesses that need addressing.</li> <li>● Commitment to the safeguarding and welfare of all pupils.</li> </ul> <p>Leading external relationships:</p> <ul style="list-style-type: none"> <li>● Skilful management and ability to maintain effective working relationships with parents, governors and other stakeholders.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>● Commitment to ensuring the safety and welfare of children</li> </ul>	

	<ul style="list-style-type: none"> <li>● Uphold and promote the ethos and values of the school</li> <li>● Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li> <li>● Ability to work under pressure and prioritise effectively</li> <li>● Maintain confidentiality at all times</li> <li>● Commitment to equality</li> <li>● Highly approachable, very grounded and able to make sensible judgements.</li> <li>● Relishes accountability and takes personal responsibility for their own actions.</li> <li>● Excellent critical thinking skills; has intellectual curiosity and rigour.</li> <li>● Able to build trust and mutual respect between pupils, families and staff.</li> <li>● Strong interpersonal, written and oral communication skills.</li> </ul>	
Other	<ul style="list-style-type: none"> <li>● This post is subject to an enhanced Disclosure and Barring Service check.</li> </ul>	