



Job Description: Assistant Principal i/c Behaviour

Reporting to:	Principal
Start date:	April 2018
Salary:	Ark Leadership Scale

The Role

The Assistant Principal should be prepared to lead on behaviour management at the academy. They will also contribute to other aspects of the role such as learning and progress, curriculum development, progress and standards, external relations, community links, staff development, training and induction. All school leaders will take a direct lead on improving teaching and learning as this will be inherent to all leaders' roles. As a member of the senior leadership team, the Assistant Principal will also be centrally involved in the overall leadership and management of the academy, and will help to establish a school culture that is both rigorous and supportive.

Key responsibilities

- Leadership of the academy and its staff in order to achieve high standards of behaviour and attainment
- Coordination of vision and strategy for the academy
- Leadership of effective external relationships with the community and other stakeholders, particularly with our primary schools
- Alongside the Principal, to ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times.

Outcomes and Activities

Leadership and Management

- To fully contribute to and deliver the vision for BDA so that it is owned by all staff, students and parents
- To fully implement and support the whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review.
- Initiate and lead projects, programmes or systems that enable our challenging targets to be achieved.
- Continually model and exemplify the high standards and expectations of the Academy
- Line manage particular departments and staff to ensure high levels of consistency in teaching and learning and in leadership



- To manage staff and resources, ensuring that policies and procedures are adhered to
- In the absence of the Principal and Vice Principals, to step-up and undertake the professional duties of the Principal as reasonably delegated.

School Ethos and Culture

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and students
- Ensure the consistent implementation of the behaviour policy and system of rewards and sanctions, so that student attitudes to learning are exemplary and behaviour is excellent
- Act as a positive role model to staff and students and a catalyst for positive change.

Teaching and Learning

- Lead the school's teaching and learning priorities so that the priorities become embedded in teachers' practice
- Teach outstanding lessons that motivate, inspire and improve student attainment
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring and apply this process to your line management
- Ensure the middle leaders are fully accountable for student progress and attainment which is actively addressed through the teaching and learning and schemes of learning
- Ensure that all pupils irrespective of their starting point achieve the expected rates of progress
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications.

Other

- Undertake , and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the Principal.



Person Specification: Assistant Principal i/c Behaviour

Qualification Criteria

- Qualified to degree level and above
- Qualified to teach and work in the UK.

Experience

- Experience in leading on behaviour management at a senior level
- Experience and understanding how to improve and sustain an effective behaviour policy and/or teaching and learning in a challenging school
- Experience of having led and managed a team of people to highly successful outcomes
- Demonstrable experience of having significantly raised attainment across a broad range of students or classes
- Experience of having worked to support the significant success of others

Behaviours

Leadership

- Demonstrates drive and determination towards the BDA expected outcomes
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Understands their own contribution to the academy as a whole
- Management style that encourages participation, innovation and confidence
- Strong organisational skills and ability to delegate
- Initiative, resilience and motivation to lead the academy through day-to-day challenges
- Strong interpersonal, written and oral communication skills
- Commitment to the safeguarding and welfare of all pupils.

Vision and strategy

- Vision aligned with Ark's high aspirations and high expectations of self and others
- Clear understanding of the strategies to establish consistently high standards of behaviour in an inner city school and commitment to relentlessly instilling these strategies
- Use of data to inform and diagnose weaknesses that need addressing.



Leading the Learning

- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards
- Must be able to provide high quality feedback that will enable all teachers to achieve or work towards outstanding teaching and learning.

Leading External Relationships

- Can skilfully manage and maintain effective working relationships with parents and other stakeholders.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure & Barring Service check.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.