

**JOB PROFILE**

**Post Title: Assistant Principal** (Post 16)

**Location:** Bridge Academy Central site

**Accountable to:** Executive Principal

**Grade:** Leadership Spine 6 - 10

**JOB PURPOSE**

To take the operational lead for the development of post 16 provision within the Trust, this including young people with Education Health Care Plans. The post will focus on maximising post 16 outcomes and working with a range of partners to support next steps in student learning.

**PRINCIPAL ACCOUNTABILITIES**

* Under the leadership of the Executive Principal take the operational lead for the development of the Trust’s post 16 provision.
* To lead, manage and performance manage a team of staff in the centre
* To oversee and evaluate curriculum development
* To have responsibility for monitoring the quality of teaching and learning and behaviour for learning
* To provide appropriate staff CPD
* Use data to produce half termly reports for senior leaders, Governors and Trustees
* To undertake the role of Designated Safeguarding Lead ensuring that the provision operates in accordance with protocols and legislation regarding safeguarding, child protection, information sharing and confidentiality
* To take the lead for the Annual Review process for those young people with Education and Health Care Plans
* To deputise for the Executive Principal as appropriate and where necessary
* To be part of the Senior Leadership Team within Stephenson Trust
* To undertake a timetabled teaching commitment of up to a maximum of 8 periods per week
* To set high standards of professional conduct and expertise and model good practice
* To undertake additional duties as required by the Executive Principal.

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**PERSON SPECIFICATION**

**JOB TITLE:** Assistant Principal (post 16)

**LOCATION:** Bridge Academy Central

**Please show, in no more than 2 sides of A4, how you believe you meet all the essential criteria listed under A [Application Form] and, where you are able, those listed under D [desirable]. We will use your completed Application Form and the information contained in the enclosure to shortlist candidates.**

**CVs will not be considered.**

**E=Essential D=Desirable**

**Assessed**: **A= Application Form, I= Interview, T= Task**

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| --- | --- | --- | --- | --- |
| **CRITERIA** | **Examples Specific to Role** | **Required** | | **Assessed** |
| **Essential** | **Desirable** |
| **Technical knowledge and qualifications** | * Educated to degree level * QTS * Relevant experience in an SEMH Special and/or PRU environment * Knowledge of issues affecting student outcomes (academic, social, behaviour) * Knowledge of processes around the review of EHCPs, particularly as that relates to post 16 provision * Good understanding of legislative framework in relation to Special schools and Pupil Referral Units * Demonstrable experience in developing the social and emotional competencies of young people * Demonstrable understanding of child protection and safeguarding processes and procedures | X  X  X  X  X  X  X  X |  | A  A  A  I  A, T, I  A, T, I  A, T, I  A,I |
| **Planning and**  **organising work** | * Able to develop curriculum requirements linked to identified need * Able to develop and deliver relevant personalised education plans * Able to develop, monitor and evaluate quality of a range of inputs, educational, social and emotional * Able to action plan for the medium and long term within agreed parameters * Able to use data to produce reports | X  X  X  X  X |  | A, T I  A,T, I,  A,T  I, T  A,T |
| **Planning capacity**  **and resources** | * Able to lead and motivate staff * Able to engage and work with a range of partners, understanding their needs | X  X |  | A, I  I, T, A |
| **Influencing and interpersonal skills** | * Ability to communicate effectively to a range of audiences (notably schools, and other professionals) * Ability to forge positive partnerships with young people and families * Successful experience of working with challenging and vulnerable young people and appropriately meeting their needs | X  X  X |  | I  A, I  A, I,T |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Using initiative to**  **overcome problems** | * Awareness of OfSTED requirements for post 16 provision * High level competence and experience of negotiation and conciliation | X  X |  | A, I,T  I,T |
| **Managing Risk** | * Ability to quality assure risk assessments for activities undertaken by young people * Ability to assess risk and plan appropriate responses | X | X | A, I  I |
| **Managing Change** | * Experience of managing and delivering change |  | X | A, I |
| **Accountability and Responsibility** | * Ability to undertake tasks without direct supervision to deliver agreed outcomes * Take responsibility for overall performance and development of identified staff | X  X |  | A, I  A, I |
| **Managing People** | * Successful management of a team in an educational setting * Has a clear leadership vision for service delivery and improvement * Able to deal effectively with poor performance | X  X | X | A, I  A, I  A, I |

**Other Information – you will need to be confident that you can meet and are willing to undertake the requirements set out below**

Ability to undertake appropriate positive handling and undertake Team Teach training

Able to travel to meet service delivery requirements

Available to undertake work outside of normal working hours

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment.

**Stephenson (MK) Trust is an Equal Opportunities employer.  We are also committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.  This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf.  An enhanced Disclosure and Barring Service Certificate is required prior to commencement of this post**