

Job Description

Job Title: Associate Principal

Location: Unity City Academy

Hours of work: 32.5

Reports to: Executive Principal

Purpose of the Role:

The Associate Principal will be responsible to the Executive Principal for the operational leadership, internal organisation, management and control of the school on a day to day basis; providing leadership for, and management of key school staff and all students; and taking specific accountability for:

- Quality assurance and monitoring cycles
- Teaching staff recruitment and performance
- Attainment and Progress outcomes
- Curriculum design and implementation

Responsibilities

Strategy

1. To support the Executive Principal by working with key groups and whole staff to develop a school culture that is committed to transformation through achievement and high aspirations.
2. To lead and manage strategic development of the school and maintain/communicate this through contributing to the development of the SEF and school development plan.
3. To ensure continued improvement in the key performance Indicators across the school.
4. To lead the school's internal quality assurance and self-evaluation processes ensuring that outcomes are appropriately developed into strategic and operational planning priorities and actions.
5. To actively contribute to the leadership of all external reviews, including any Ofsted inspections.
6. To provide leadership by coaching, mentoring and motivating staff to build a culture of commitment, high standards and drive for success.
7. To contribute effectively to local governance.

Staff

8. To ensure that the school is adequately and appropriately staffed, leading and managing recruitment in accordance with AET's HR policies and procedures to ensure that staff of the highest standard are attracted, selected and retained.
9. To encourage team development and an ethos which enables everyone to work collaboratively and accept responsibility for shared outcomes.
10. Creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
11. Identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
12. To oversee and report regularly on performance management within the school, making certain that adequate training and development opportunities are made available to all staff.
13. To manage the deployment of all staff; delegating duties as appropriate to senior colleagues and, in particular, making arrangements for members of the Senior Leadership Team to deputise as required.

Pupils

14. To nurture a strong school community which acts out our ethos and is characterised by consistent, orderly behaviour and caring, respectful relationships.
15. To ensure high quality data systems impact positively on the outcomes for pupils.
16. To ensure that pupils' learning and progress is effectively monitored, recorded, reported and celebrated, and that pupils experience continuity and coherence in all their learning experiences.
17. To create ways for pupils to be actively involved in the school decision-making process and for their views on the learning process to be listened to and respected.
18. To provide regular opportunities to enhance their learning by participating in enterprise activities, residential courses, educational visits and other extracurricular activities.
19. To ensure that the school provides daily opportunities for the pupils to develop community spirit, common ethos and shared values.

Liaison with Parents/Carers

20. To develop and maintain strong partnerships and ensure regular and productive communication with parents/carers.
21. To create opportunities for parents/carers to support the school.

Teaching and Curriculum

22. To improve standards across all areas of the curriculum.
23. To determine, organise and implement an appropriate curriculum for the school which ensures continuity and coherence across the full age range.
24. Ensure a rigorous assessment structure, both formative and summative, which provides staff and pupils with timely and comprehensive feedback on learning, rapidly identifying and addressing gaps in learning.
25. To provide clear instructional leadership which ensures that standards of Teaching and Learning continue to improve and that high standards of professional practice are established and maintained.
26. Championing best practice and securing excellent achievements for all.

The Management of Resources

27. To provide strategic leadership for identified areas of the financial and material resources of the school, including maintaining the agreed budget.
28. To have due regard at all times for the Health and Safety of all users and ensuring that appropriate Health and Safety responsibilities are understood by all.

External Liaison

29. To contribute to the development of collaborative links within the AETs Northern region to maximise the opportunities for staff, students, and families.
30. To initiate and maintain positive and active relationships with other schools and agencies in the area, in particular with local partner primary schools so that students joining in Year 7 have been inducted as fully as possible into the school's distinctive ethos and approach to learning.
31. To develop a good relationship with the neighbouring Local Authorities to promote coherent educational programmes within the area.
32. To initiate and maintain links with social services, the local police, churches, other faith groups and organisations involved in working with young people and the local community at large.
33. To liaise with relevant offices within the Department for Education (DfE).

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 Statement of 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. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. 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.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Associate Principal

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> A graduate with Qualified Teacher Status 	<ul style="list-style-type: none"> Working towards a higher qualification in education and / or management
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> At least 3 years successful secondary school and experience of senior leadership Experience of more than one school/academy Proven track record of improving educational standards Experience of leading curriculum change and innovation in an educational context Secure knowledge of the latest OFSTED framework 	<ul style="list-style-type: none"> N/A
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> Experience of leading people and initiatives 	<ul style="list-style-type: none"> N/A
	Forward and strategic planning	<ul style="list-style-type: none"> 3-5 years 	<ul style="list-style-type: none"> N/A
	Abilities	<ul style="list-style-type: none"> Excellent classroom practitioner Ability to inspire and motivate pupils and staff Ability to create a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning Ability to engage stakeholders in rigorous self-evaluation for school improvement Ability to produce, analyse and use data to inform improvement strategies to ensure 	<ul style="list-style-type: none"> N/A



		<p>improved outcomes for students; holding staff to account where necessary</p> <ul style="list-style-type: none"> ● Use research to support and challenge practice 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> ● Self-awareness, perceptiveness and being empathetic to the needs of all stakeholders ● The ability to act with integrity ● Energy, stamina and resilience ● Flexibility in adapting to changing situations 	<ul style="list-style-type: none"> ● N/A
	Values	<ul style="list-style-type: none"> ● Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	<ul style="list-style-type: none"> ● N/A
Special Requirements		<ul style="list-style-type: none"> ● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check ● Right to work in the UK ● Show a commitment to promoting the welfare and safeguarding of children and young people ● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff 	<ul style="list-style-type: none"> ● N/A

