

Job Description

Job Title: Assistant Principal -
Ethos and
Enrichment

Location: Hethersett Academy

Closing date: 21st May 2021

Job title	Assistant Principal - Ethos and Enrichment
Salary Scale	Leadership Scale - L12 - L18
Responsible to	Principal
Location	Hethersett Academy

MAIN PURPOSE OF ROLE

- To work with the SLT to lead on embedding our Ethos in all that we do
- To create a celebration culture than embeds our core values
- To facilitate children having a sense of Hethersett identity and belonging
- To have a visible presence around school to reinforce school values, expectations and standards
- To ensure the requirements of the school handbook are applied consistently across the school in the terms of the:
 - Smooth day to day running of the school
 - To ensure that all staff are aware of all school policies
 - Implementation of the quality assurance procedures for all aspects of the work of the school
- To support the strategic development, share good practice and plan and deliver collaborative activities beyond the school for the benefits of our pupils.
- To present the school and its partners positively both within and beyond the school.
- To carry out the professional duties as set out in the current Teachers Standards and School Teachers' Pay and Conditions documents.

ORGANISATIONAL RELATIONSHIPS

- Responsible to the Principal
- Direct liaison with Senior team, teaching and support staff, external agencies and parents/carers

PRINCIPLE ACCOUNTABILITIES OR ACTIVITIES

- To ensure children and staff have a strong fidelity to our core values
- To create a cultural code, shared language and shared expectations outside of lessons which is coherent with those in lessons.
- Ensure the standard of behaviour across the school in liaison with the Principal through leading staff and changing staff behaviours.
- To lead a comprehensive and integrated 'core values' celebration programme
- To lead the use of social media to embed core values
- To implement a system of measure which creates a HET identity
- To lead on social media and use it to promote and celebrate school values
- To lead on enrichment and ensure inclusive, high quality and enhancing provision

- To support the work of improving children's oracy, through leading strategies for oracy outside of lessons
- High quality leadership to create effective teams.
- High quality leadership to ensure the overall quality of provision at the school.
- The assurance that procedures are undertaken for recording, monitoring, analysing the impact of ethos improvement
- Effective liaison with the senior teams across the school to ensure coherence between the school's priorities for sustained improvement.
- For the smooth day to day running of the school.
- The assurance that all staff adhere to all school policies and procedures.
- Well informed advice based on their knowledge of national developments and the views of students and their parents/carers to the headteacher and the local governing body regarding all aspects.
- High quality mentoring, leadership and coaching around culture to the curriculum leaders and relevant staff.
- Sound financial management of own budgets.
- Effective partnership relationships with outside agencies.
- Line management responsibility of several major departments.
- The line management arrangements for the performance management and professional development of all members of your team.
- Undertake an appropriate programme of teaching in accordance with the duties of an Assistant Principal.
- Effective delivery of the whole school remit:
 - Monitoring and evaluation of all school processes.
 - Ensuring that standards across the school are monitored and strategies implemented to continue the rapid rise in the quality of provision.
 - Deputising for the Vice Principal in their absence.
 - Monitoring the performance management and appraisal process across the school
 - Leading the departmental self-evaluation process

DUTIES AND RESPONSIBILITIES SPECIFIC TO THE POST:

- Ensure school culture improvement strategies (e.g.the ADP) are implemented effectively and consistently.
- Ensure all staff understand their role and responsibilities in delivering fidelity across the school to maximise outcomes and student ethos.
- Provide professional learning as appropriate and create staff guidance to support this.
- Monitor standards of ethos impact by different groups and feed this information into the schools self evaluation process.
- Coordinate aspects of the tutor programme and assembly programme which relate to the scope of this role.
- Ensure the routines within school are embedded for a culture of high expectations, and oversee the rotas for staff related to this.

- Assist line management of the staff within certain teams and ensure these teams work effectively to deliver on school targets and priority areas.
- Promote and always maintain high expectations and standards
- Support Curriculum Leads in leading the improvement of school ethos outside of lessons
- Liaise effectively with the DSL to ensure that student safeguarding needs are addressed as required.

PERFORMANCE MANAGEMENT

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Strategic Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality & Diversity Policy.

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Qualifications		
Degree or equivalent	✓	
QTS	✓	
Postgraduate qualification or working towards		✓
Experience		
A proven leader and educational strategist, passionate about teaching and learning	✓	
Outstanding classroom practitioner	✓	
Respectful towards all students, with an unshakable belief in their entitlement to the highest equality education and ability to achieve whatever their personal circumstances	✓	
Ability to develop a high quality ethos that exceeds the needs of its pupils	✓	
Committed to raising standards of achievement and social development through innovative strategies	✓	
Committed to raising standards of behaviour through innovative and collaborative practice	✓	
Successful experience as a teacher and manager in education in a secondary school	✓	
Successful involvement in performance management, self-evaluation process and data analysis as an aid in personal and team improvement, development and change	✓	

Evidence of effective enrichment provision which and improves the engagement of children in extracurricular activities and school itself	✓	
Successful working relationships with students, staff, parents/carers and the wider community	✓	
Direct and successful experience of Ofsted inspection		✓
Successful experience in leading and managing staff behaviour changes at a team, and preferably whole school level	✓	
Proven practice in leading, motivating and supporting staff to achieve high standards	✓	
Skills/Knowledge		
Able to lead, motivate and develop people of all ages to work individually and in teams towards a common goal	✓	
Able to analyse and use data to establish benchmarks and set challenging targets for improvement	✓	
Able to make decisions, identify and solve problems based on thorough analysis and sound judgement	✓	
Excellent interpersonal, written and oral communication and presentation skills	✓	
Strong organisational skills and ability to work well under pressure, delegate, plan and manage time effectively	✓	
Personal resilience and the ability to maintain staff morale at times of pressure and change	✓	
Able to plan strategically for the future including teaching strategies and staff deployment		✓
The ability to access educational research and apply it in innovative ways in order to improve standards	✓	
Personal qualities and attributes		
Able to evidence a commitment to on-going personal and professional development	✓	
Present a highly professional and positive role model in carrying out duties and when representing the school	✓	
Possess integrity and relate appropriately to inspire commitment, enthusiasm and confidence from staff, pupils, governors and parents/carers	✓	
A life-long learner who understands the importance of new ideas, taking risks and using challenges as an opportunity to grow and learn	✓	
A willingness to personally embrace and celebrate the ethos and values of the school	✓	

Signature

Date

Name