

Job Title	Astrum MAT Assistant Principal – Hatchside Academy
Pay Grade/Scale	Leadership Point 7-11 (Outer London)
Job type	Full Time Permanent Subject to the terms and conditions of the current version of the School Teachers’ Pay and Conditions Document (STPCD), Headteacher Standards (2020) and the Burgundy Book and requirements within the statutory safeguarding guidance (e.g. Keeping Children Safe in Education and Working Together to Safeguard Children)
Location	Hatchside Academy – Hatchside School
Responsible to	Academy Principal/CEO

Astrum Multi Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Core Job Purpose

The Assistant Principal is accountable overall to the Academy Principal, Deputy Principal(s), CEO and Astrum Multi Academy Trust Board (via the Schools’ Committee of local governors) for providing leadership and management to one site of the academy, ensuring the educational success of the pupils and academy within the overall framework of the trust’s strategic plan(s), relevant legislation, best practice and available resources.

Under the overall direction of the Academy Principal and as a member of the Academy Leadership Team, the Assistant Principal will support in;

- Communicating the trust and academy’s vision compellingly and supporting the Principal’s strategic leadership
- The day to day management of the school
- Formulating the aims and objectives of the academy
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the academy’s aims and objectives

The Assistant Principal will also have a timetabled teaching commitment of at least 50%, complying with the Teachers’ Standards and modelling best practice for others.

The Assistant Principal will support the Principal and Deputy Principal to ensure pupil and staff safety and welfare through effective approaches to safeguarding, as part of a duty of care, will manage staff well with due attention to workload and will ensure rigorous approaches to identifying, managing and mitigating risk.

Under the direction of the Academy Principal/Deputy Principal, the Assistant Principal will ensure that the academy fulfils its statutory duties regarding the SEND Code of Practice.

If the Academy Principal and Deputy Principal are absent, the Assistant Principal will deputise, as directed by the CEO. They will be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Strategic Leadership and Development of the Academy

Under the direction of the Academy and Deputy Principals, the Assistant Principal will;

- Work with the Academy Leadership Team, staff and other stakeholders to develop and communicate a shared educational vision, which expresses the core values of the trust, is responsive to the needs of the pupils, their families and the local community and motivates and inspires others
- Embed a culture of high aspirations of pupils, their families and all staff, fostering self-belief in achievement and developing independence amongst all, regardless of pupil starting points
- Work closely and collaboratively with the other academy site, academies/provisions/services within the trust and all key stakeholders to achieve this vision and secure commitment to its enactment
- Support the Academy Leadership Team and the wider staff body to uphold a strategic approach that focuses on progress to ensure sustainable academy development and improvement, through consultation with the academy community
- Align with the trust and academy vision, implement agreed objectives, operational and business plans and develop/implement appropriate mechanisms for regular monitoring and review to secure academy development
- Identify problems/barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Inspire and influence others, across the academy, trust and wider education community, championing best practice and promoting the value of special education
- Within the trust framework(s), establish and oversee systems, processes and policies so the academy can operate effectively and efficiently
- Where appropriate, ensure effective use of budgets and resources

Teaching, Curriculum and Assessment

Under the direction of the Academy and Deputy Principals, the Assistant Principal will;

- Promote excellence in teaching and learning, ensuring a continuous and consistent academy-wide focus on pupils' achievement and development (moral, spiritual, personal, social and physical as well as academic)
- Create a stimulating climate which will encourage all pupils to fulfil their potential, in the widest sense and maintain a lifelong enthusiasm for learning and personal development
- Secure excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing
- Support to ensure a robust and sustainable focus on supporting pupils to make the best possible progress in all aspects of the curriculum, including wider engagement in enrichment opportunities
- Support to ensure the development and consistent implementation of broad, structured and coherent curricula that are informed by current knowledge and best practice to develop the potential of all pupils, promoting innovative strategies for those with protected

characteristics and fostering a positive approach to managing pupils with profound/severe disabilities and behaviours associated with their special educational needs

- Support to ensure and further develop inclusion and personalisation of the curriculum, supported by innovative use of specialist strategies and resources to promote pupil voice, communication and independence
- Promote an academy culture of staff who are analytical about understanding pupil needs and behaviours and who use their knowledge to implement and ensure successful learning takes place for all pupils
- Undertake a significant role to support the development and consistent implementation of robust assessment, tracking and monitoring systems that accurately identify and evidence pupil progress, implementing specialist/personalised intervention where necessary
- Work collaboratively with the Academy Leadership Team to monitor, evaluate and review classroom practice; celebrate and promote excellence; challenge underperformance at all levels and ensure that appropriate action is taken in accordance with trust policies and procedures
- Support the co-ordinating, monitoring and evaluation of the EHCP and Annual Review process at the academy
- Work within the Academy Leadership Team to develop and implement strategies to ensure continuity of learning at all points of transition and promote consistency and continuity between academy sites, trust academies and into further education, working with academy leaders and the wider teaching staff to ensure that pupil transitions are well-planned and implemented
- Support to implement a range of extra-curricular activities which will provide a broad and well-rounded education, support pupil development and ensure rich experiences and opportunities for all
- Participate in and facilitate internal and external systems of support and development e.g. peer reviews and observations and working to share excellent practice

Performance and standards

Under the direction of the Academy and Deputy Principals, the Assistant Principal will;

- Be accountable for standards, across a designated area of a site, to be agreed with the Academy Principal
- Lead a significant area of the School Development Plan, to be agreed with the Academy Principal
- Be ambitious for pupil outcomes, ensuring targets for academic performance are met
- Maintain a sharp focus on the achievement of both whole-site cohorts and pupil groups, including disadvantaged pupils and those with protected characteristics
- Ensure that data is accurate and both shared and analysed with impact, in line with the trust policies and frameworks
- Support to ensure intervention and raising achievement plans are detailed and effective, then implemented with rigour, ensuring impact on pupil progress and outcomes
- Understand and welcome the role of effective governance, including accepting responsibility
- Where necessary, report to the CEO and governors/schools' committee on academy/pupil performance and the implementation of trust and academy policies
- Support to ensure the academy effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Leadership of self and others

Under the direction of the Academy and Deputy Principals, the Assistant Principal will;

- Provide dynamic and consistent leadership for academy staff, supporting the Principal and Deputy to ensure the successful delivery of the visions, ethos, aims and objectives of the academy and trust
- Be a professional role model, setting high standards and expectations for personal, pupils and staff behaviours in support of the achievement of the academy's intended outcomes
- Develop and maintain respect of all stakeholders, inspiring individuals to collaborate and contribute positively to share ideas and plans towards academy development
- Work under the direction of the Principal and Deputy to implement performance management systems and processes for an agreed group of teaching and support staff to ensure the effective delivery of agreed outcomes for pupils and academy development, within the trust framework and policies, holding all staff to account for their professional conduct and practice
- Regularly review own practice, set personal targets and take responsibility for own continuous professional development
- Support to ensure that processes are in place to encourage all staff to motivate, empower and be similarly active in their personal and continuous professional development and promote the trust ethos of aspirational career progression
- Work alongside the wider leadership team to ensure that training and continuing professional development opportunities are thoughtfully planned, implemented and evaluated, in line with personal and academy-wide objectives and draws upon expertise from both within the academy/trust as well as beyond
- Take a proactive role in enabling and developing staff, planning for succession, through coaching and other innovative means of leadership and management, particularly for middle leaders
- Have regard to the desirability of teachers and other staff being able to achieve a satisfactory balance between the time required to discharge their duties and the time required to pursue their personal interests outside work.
- Keep abreast of educational developments (particularly with regards to the special education needs sector) and best leadership/management practice in order to introduce appropriate innovation, whilst building on the best of the trust ethos and vision
- Engage with relevant professional networks, maintaining an outward facing attitude and approach, supporting to uphold and advance the high standards and reputation of the academy/trust

Ethos and Community

Under the direction of the Academy Principal, the Assistant Principal will;

- Support the implement of effective means of communication to ensure that all stakeholders of the academy community (including families) are kept informed about, consulted on, and understand the aims of the academy, its policies, procedures and future direction

- Work as part of the wider leadership team to promote strong links and collaborative ways of working with all stakeholders, including the wider academy community, trust academies/provisions/services, neighbouring schools/academies and colleges, health and social care colleagues and the local community, ensuring that the academy is at the heart of the community
- Work with other public and voluntary sector agencies, clubs and societies in the local community to support and ensure extended services
- Work with the academy and trust leaders, local authority and governors/trustees to support the achievement of locally determined educational and SEND priorities and initiatives
- Support and implement positive solutions to achieving the British values of diversity, dignity and equality in all aspects of service delivery and engagement with the broader community
- Foster a culture where all members of the academy community respect others and their physical surroundings
- Implement appropriate systems of pastoral care to support the personal development of all pupils and uphold the academy's caring climate in which self-confidence, independence, resilience, self-respect and social responsibility are encouraged.
- Foster, amongst the teaching staff, an outwards perspective and desire to contribute to the wider life of the academy and trust
- Support the work of academy/trust fundraising teams (such as the PFA), helping to organise, publicise and attend events to drive family and staff engagement and influence how funds are spent

Management of the organisation

Under the direction of the Academy and Deputy Principals, the Assistant Principal will;

- Work alongside the Academy Leadership Team but take responsibility for the day-to-day leadership and management of an agreed Academy site, organising the accommodation and resources (including staff) to ensure that they meet the needs of the academy and its pupils
- Support the effective operational management for the delivery of education, within the academy's budget and in accordance with financial and organisational structures of the trust
- Work within the defined organisational structure of the trust/academy, that enables effective and efficient ways of working and supports the achievement of the academy's objectives
- Within the trust's policies and processes, support the development and implementation of specialist funding grant plans (such as pupil premium, PE/Sports Grant)
- Within the academy's strategic plan, work with the wider leadership team to recruit, deploy, develop and motivate a committed, effective and diverse education workforce who have a clear understanding of the academy/trust vision and of their personal role in enabling and promoting high quality teaching, learning and outcomes for pupils and their families
- Promote innovation in the use of appropriate existing and new technologies to achieve excellence
- Work effectively with academy/trust leaders and governors/trustees to ensure that there are robust, reliable mechanisms for appropriate risk management in all academy educational activities
- Act in accordance with the trust policies, procedures and legislation effecting the conduct of the academy, particularly those governing health and safety, finance and HR/employment rights

Supporting the wider work of the trust

Under the direction of the Academy Principal, the Assistant Principal will;

- Develop strong, positive relationships with trust colleagues, particularly academy/provision/service leaders; contribute to collaborative work across the trust academy/provisions/services and support other staff in trust work and projects
- Participate in trust and sector-wide activities in order to share best practice and where appropriate, contribute to the development of trust strategies and policies and promote the academy/trust positively
- Undertake any other reasonable duties deemed appropriate to the role, as discussed and agreed with the CEO/Academy Principal

Person Specification

Qualifications & training

- Degree and Qualified Teacher Status (or equivalent)
- National Professional Qualification for Senior Leadership (NPQSL) or other post-graduate qualification, relevant to SEND/School Leadership (desirable)
- Record of CPD relevant to School Leadership
- Evidence of updating professional skills and knowledge, including training in teaching and learning pedagogy relevant to supporting SEND pupils

Experience

- A proven track record of successful leadership and management experience, within a school setting (desirable)
- A proven track record of successful teaching experience, preferably with SEND pupils or within a specialist setting (essential)
- Experience of successful strategies to monitor, evaluate and develop the quality of teaching and learning
- Involvement in school self-evaluation and school development planning
- Involvement in curriculum design and innovation that reflects the developmental needs of pupils and demonstrating sound awareness of neurotypical and other national expectations
- Experience of successful people management and staff development
- A proven track record of commitment to promoting, implementing and monitoring the well-being, professional learning, equal opportunities and diversity for all
- Experience of budget planning and risk management (desirable)

Skills & Knowledge

- Sound understanding of what makes an excellent specialist school
- Excellent knowledge and understanding of best practice when working with pupils with profound & multiple and severe learning difficulties
- Excellent knowledge and understanding of how to support the holistic needs of pupils with complex disabilities and medical conditions and ability to work collaboratively with external professionals, including from across the health and social care sectors
- Knowledge of statutory and regulatory accountability frameworks, relevant to the role, including local/national safeguarding guidance, Ofsted Inspection framework, SEND Code of Practice

Personal Qualities

- The highest level of integrity and sense of moral purpose
- An understanding of, and empathy with, the lives of families living with learning difficulties and disabilities
- A vision for a 21st century learning environment, including the use of appropriate technology
- Approachable listener, with excellent interpersonal and 'people management' skills
- Ability to inspire and motivate staff to be aspirational for all pupils
- Clear, calm and effective communication skills
- Decisiveness and consistency, with a focus on solutions

- Ability to work autonomously whilst demonstrating loyalty and collaboration, within the wider accountability structure of the trust
- Good organisational skills in order to plan, lead and delegate effectively by valuing the contributions of all
- Resilience and the ability to support the academy through effective change management
- Commitment to the academy, community and the wider values and ethos of the trust

Notes:

This job description may be amended at any time in consultation with the postholder.

The trust is strongly committed to Safeguarding and Promoting the Welfare of Children and Young People. The successful applicant shall be required to undertake an enhanced DBS disclosure and other safer recruitment checks