

Job Description: Assistant Principal – Culture & Ethos

Start date: April 2023

Contract: 12 months fixed term maternity cover – potential to convert to permanent.

Salary: Highly Competitive (Inner London).

Reports to: Vice Principal

Responsible for: Providing outstanding leadership and management of pupil behaviour and academy culture

Line management of: Key departments and personnel within the Academy.

Job purpose:

In most Academies the behaviour systems appear dislocated from an Academy's curriculum, pedagogical approach and assessment design. Not so at Ark Acton. The Assistant Principal Culture & Ethos will be responsible for designing and embedding a behaviour system that reinforces our core ethos and approach to teaching and learning; therefore, taking a lead role in developing the academy's culture and vision. This role encompasses the leadership of all matters relating to behaviour and the academy culture. This includes the transition of pupils from KS2-3 and all policies, procedures and practice associated with developing exemplary behaviour.

Objectives:

- Leadership and Management of all areas associated with developing pupil's behaviour and ensuring all pupils and staff are mission aligned and buy into the Academy's culture and ethos.
- Line management of the Pastoral Office and facilities and responsibility for pupil outcomes.
- Oversight of any internal support mechanisms to help students develop positive relationships and attitudes with staff and peers.
- To develop and oversee systems and structures that allow all students to thrive at Ark Acton.
- Taking an active role in staff recruitment and retention.
- Be a visible and proactive presence around the Academy, promoting positive behaviour and thus ensuring the smooth day to day running of the Academy.
- Leadership of all aspects of staff training related to developing pupil behaviour.
- Support staff in achieving the highest standard of teaching, attainment, progress and behaviour amongst all pupils at Ark Acton.
- Liaise with feeder School's to ensure high quality transition between KS2 and KS3.
- To commit to continuous personal professional development.
- To epitomise the vision and values of Ark Acton, and at all times adhere to the staff code of conduct.

Leadership of academy behaviour and welfare

A. Staff training and Academy systems:

- Ensure there exists a detailed understanding amongst all staff of the Academy policies and approaches to behaviour for learning and its contribution to progress and attainment.

- Provide and oversee staff training in respect of behaviour for learning so that all students make at least expected progress or to locate suitable external partners and liaise with them to ensure all training fits with the Academy vision and ethos.
- Oversee the delivery of training around safeguarding to ensure all staff are confident to discharge their duties effectively.
- Oversee the development of a system which ensures a consistency of approach in encouraging positive pupil behaviour in line with Ark Acton values.
- Design, implement and oversee a centralised behaviour system that ensures every teacher can teach highly effective lessons.
- Oversee the production of a regular and detailed analysis of student behaviour in order to support focussed staff training which results in consistently high standards throughout the Academy.
- Oversee the production of reports required by the governing body, the SLT and external agencies associated with managing and developing pupils' behaviour in line with Academy policy.
- To work closely with the other members of the SLT to ensure that systems for developing positive behaviour supports our vision for teaching and learning.
- Leadership and management of pupil attendance and punctuality.

B. Pupil Welfare

- To have an oversight of the Academy's Anti-bullying agenda.
- To oversee liaison with social services and other agencies.
- To oversee liaison with police.
- To oversee co-ordination of counsellors and mentors.
- To oversee the development and roll-out of the Academy's wellbeing programmes.
- To oversee deployment, training and impact of pastoral support staff.

C. Student Induction

- To have oversight of the plan for each year group annually.
- To have oversight of in-year admissions protocols to ensure all students can succeed at Ark Acton.

D. Assemblies

- To ensure weekly assemblies integrate with academy-wide wellbeing/ themes of the week.
- To oversee the engagement of pupils in assembly time.

E. Inclusion

- To have oversight of an integrated approach to pupil support
- To lead on the development of systems and procedures to ensure every pupil can succeed at Ark Acton
- To lead on the co-ordination of flow of information between year systems, inclusion team, data team.
- To lead on matching pupils to appropriate support – mentoring, counselling, external agencies.

F. Detention/Relocations

- To lead on monitoring & follow up with HOYs, HODs, FTs and SENDco.

- To lead on analysis of trends, patterns and emerging issues with regard to pupil behaviour.
- To lead on providing bespoke therapeutic intervention to help minimise repeat incidence of poor behaviour.

Policies and Practices:

- To lead on the policies relating to:
 - Behaviour – rewards and consequences
 - Attendance and punctuality
 - SEND provision
 - Staff absence
 - Transition – KS2 to KS3, KS3 to KS4 and KS4 to KS5
- To be responsible for the student planner.
- To develop clear practices relating to communication with and involvement of parents.

Leadership of pupil development:

- To develop a tutorial system that ensures that every pupil receives individualised and pertinent feedback about how they are performing and what they need to do next.
- To lead the Heads of Year in running an effective tutorial programme that supports the progress of all students.
- To oversee the effective use of assembly time in line with the Academy ethos.
- To contribute to the design and implementation of the wellbeing programme and ensure the quality of delivery is consistent across the Academy.
- To establish high standards and monitor the quality of the Academy's relationship with parents/carers to ensure every student can be successful and thrive at Ark Acton.

Leadership of staff and academy:

- Inspire and enthuse colleagues by personal example, for example by acting as a role model, maintaining a positive outlook, and demonstrating sympathetic and focused support.
- Manage the performance of staff as set out in the Academy's Performance Management Policy.
- Line-manage staff to ensure the highest standards of provision across all departments.
- Joint construction and implementation of the SIP.
- Joint construction and monitoring of the SEF.
- Adhere, at all times, to the expectations of teachers at Ark Acton Academy.
- Undertake other leadership responsibilities or duties commensurate with the post, as directed by the Principal.

Epitomise Ark Acton vision and values:

- Demonstrate consistently high expectations of all pupils and a commitment to raising their achievement and social and emotional wellbeing.
- Promote the positive values, attitudes and behaviour expected from all pupils by treating them with respect and consideration.
- Develop strong and positive relationships with pupils.
- Implement all Academy policies, including the Academy's behaviour policy.
- Model the ethos and vision of the Academy at all times.
- Communicate promptly and sensitively with parents, carers and other relevant bodies where necessary.

- Contribute to the Academy's liaison, marketing and pupil recruitment activities, e.g. the collection of material for press releases.
- Lead the development of effective subject links with partner Academies and the community, including attendance where necessary at liaison events in partner Academies, and oversee the effective promotion of the curriculum at Open Days/Evenings and other events.
- Establish and maintain effective working relationships with all colleagues.
- Be familiar and comply with the Academy's Health and Safety policies.

No job description can be fully comprehensive, and from time to time you may have to undertake other professional duties as directed by the Headteacher. In addition, as Vice Principal, the role may well broaden and all roles will be reviewed annually to ensure the team is working as efficiently as possible.

Person Specification: Assistant Principal – Culture & Ethos

Qualification Criteria

- Qualified to teach and work in the UK
- Qualified to Degree level in the subject being taught
- Evidence of further professional development and training with regard to pedagogy and curriculum design.

Knowledge, skills and Experience

- Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment and a proven track record of securing the very highest outcomes for students in their subject taught.
- Excellent understanding of both subject and general teaching pedagogy
- Mastery of and enthusiasm for their subject
- Effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum
- Experience of line management and performance improvement.

Personal Characteristics

- Genuine passion for and a belief in the potential of every student
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice
- Commitment to and understanding of professionalism in line with the National Teaching Standards

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 DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).