

JOB DESCRIPTION

Job Title: Assistant Principal: Culture and Professional Standards

Location: Engineering UTC Northern Lincolnshire

Pay Grade & Range: L8 – L11 £50,151 - £54,091

Responsible to: Principal

Responsible for: Culture and Professional Standards

Vision and Purpose

1. To assist the Principal, as a member of the Senior Leadership Team, in ensuring that the aspirational aims and objectives of the school are achieved.
2. To assist the Principal in leading, planning and managing the successful delivery of the school vision so that individual students' achievements (academic and pastoral) meet or exceed expectations and that the highest possible standards are secured amongst students and staff.
3. To share direct accountability for the successful delivery of the vision for the school as a whole.
4. As a member of the Leadership Team take a corporate view of policy implementation to establish and participate in quality assurance procedures for all aspects of the work of the school.
5. To collate and evaluate the outcomes of all quality assurance procedures regarding professional standards and culture, and use them to inform the School Development Plan, the School Self Evaluation Form, reports to stakeholders and outside agencies, and visits from the School Improvement Partner.
6. To line manage the pastoral team.
7. To liaise and work with colleagues to: support strategic development, share good practice, plan collaborative activities around professional standards data and to prepare reports for staff and governors.
8. To ensure that the school is always presented positively within and beyond the school.
9. To assist the Principal by providing strategic leadership and direction to the school and its community.
10. To play a lead part in the wider community of the school.

Accountable for

- Deputising for the Principal and Deputy Principal when required and represent them at meetings within or outside the school when required.
- Working with the Principal to develop and manage processes, systems and policies to ensure the smooth day-to-day running of the school.
- Working with the Principal in establishing and monitoring the quality assurance procedures for all aspects of the school's work to ensure that:
 - The UTC Professional Standards are met and there is a culture of high expectations
 - Fair Access, admissions and alternative provision is effectively managed
 - There are regular reports to governors on the performance of Pupil Premium students and a yearly report is produced for the website
 - SMSC, PHSCE and British values are embedded on the curriculum through subject delivery and assemblies
 - Parents evenings are planned and delivered effectively
 - Staff wellbeing is supported effectively
 - The work of the school is informed and supported by all stakeholders including:
 - i. staff
 - ii. governors
 - iii. students (student voice)
 - iv. parents
 - v. external providers/agencies
 - vi. the local community (including business interests)
 - There is high a quality of extended provision and the school also provides a high quality learning resource for the local community;
 - All staff adhere to the school's policies.

Performance Management

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

Context

All staff are part of a whole school team. Each individual is required to support the values and ethos of the school and school priorities as identified in the School Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application 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, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

This statement is in addition to, and an amplification of, the duties and responsibilities laid down in the National Teachers Conditions of Service. The post is at a Leadership level and therefore comes under the contractual responsibilities