



### Job Description

JOB TITLE	Assistant Principal for Personal Development
Academy	The Portsmouth Academy
PHASE	Secondary
Salary	Leadership Scale (L13-L17)
REPORTING TO	Vice Principal
RESPONSIBLE FOR	Curriculum Leader for Personal Development (and other curriculum areas; to be discussed with successful applicant)

### Job Purpose

You will work closely with the Principal and Senior Leadership Team to uphold the highest standards of academic achievement as well as student behaviour and conduct across the school. You will lead and champion Personal Development with a strong focus on wellbeing and inclusion for all. As a member of the senior leadership team you will be part of the strategic and operational running of the school.

### Duties and Responsibilities

#### Personal Development

- To create and embed a culture and ethos within the academy which raises the aspirations of students and helps them to become their best selves
- Leadership of the Equality and Diversity Development Plan
- Responsible for leading British Values across the school, to ensure the fundamental British values of democracy, individual liberty, the rule of law and mutual respect and tolerance are embedded within the school
- Develop and embed effective spiritual, moral, social and cultural education and track the provision and impact of this across the school ensuring any gaps are filled
- Responsible for an outstanding SRE and PSHE curriculum
- Construction and quality assurance of an effective form time programme
- Leadership of student wellbeing and student voice
- Ensuring the personal and academic development of all students is tracked and monitored. Working with other members of the senior team to ensure appropriate interventions are put in place.
- Lead, monitor and report on PP spending to the school and governors ensuring there is a clear rationale for this spending and its intended/actual impact
- Delivery of the Gatsby benchmarks ensuring the school meets all of the recognised objectives so that pupils are equipped to make the transition to the next stage of their education/employment successfully
- Co-ordinate and track the use of extracurricular clubs and opportunities and be responsible for promoting these to students to ensure a consistency take up across all groups



- Leadership of stakeholder
- Experience of SEN is desirable but not essential

#### Careers/IAG

- Line Lead the Curriculum Leader of Personal Development to embed a high-quality programme of CEIAG across the academy which raises students' aspirations and caters effectively to remove barriers for the disadvantaged
- Ensure the academy's CEIAG programme meets and goes beyond Gatsby benchmark, reporting to relevant stakeholders on the impact of the programme at regular and timely points in the year
- Promote and celebrate CEIAG opportunities across the academy
- Alongside relevant staff, ensure a successful Work Experience programme for students providing, monitoring and evaluating the engagement of disadvantaged students and the impact of their aspirations
- Oversee the tracking and monitoring of destinations data of the outgoing Y11 Students
- Work collaboratively with the Vice Principal (Operations and Outcomes), Designated Safeguarding Lead and other relevant leads to identify students at risk of becoming NEET and put relevant intervention in place to mitigate the risk
- Ensure the academy's social media channels continually promote local, regional and national opportunities for students and that the academy's reputation for the quality of careers/IAG is outstanding



### Essential Personal Attributes:

- 1.1 Be a consistently effective classroom teacher
- 1.2 Excellent teamwork skills
  - Demonstrates a growth mindset, resilience and optimism
  - Actively promotes equality, diversity and inclusion
  - Demonstrates personal enthusiasm and a commitment to leadership aimed at making a positive difference to children and young people
- 1.3 Demonstrates personal and professional integrity, including modelling values and vision
  - The ability to inspire, challenge, motivate and empower teams and individuals to achieve high goals.
- 1.4 To think analytically and creatively and demonstrate initiative in solving problems
  - The ability to challenge underperformance
- 1.5 The ability to communicate effectively
- 1.6 Be open to continuous professional development

### Generic Duties relevant to all members of Staff

#### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at The Portsmouth Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

#### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.



#### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships

#### Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its



Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an Assistant Principal

Name:.....

Signed: .....

Date: .....