

ALP - JOB DESCRIPTION		Job No.	L22A
Job Title:	Assistant Head of School - (Careers and Employability)	Salary:	L4-L8
Responsible to:	Head of School	Responsible for:	Designated appraisees
Job purpose:	To provide site leadership for the ALP, which secures its success and continuous improvement, ensuring high quality education for all its pupils and the highest standards of learning and achievement in accordance with statutory requirements, securing the commitment of the wider community to the federation. Strategic ALP lead for a designated area of responsibility (Careers and Employability). To lead or deputise for a curriculum subject area as required. Teaching commitment as designated.		
Accountability:	To be met in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in said document and the professional standards for teachers. Ensure each ALP school is ready for any Ofsted inspection and be accountable for the outcomes for pupils of all ages and abilities. Monitor and implement the annual plans and any other relevant plans as appropriate, ensuring key positions are filled by competent leaders.		

Duties & responsibilities:

1	<p>Line Management:</p> <ul style="list-style-type: none"> To conduct, performance reviews of designated appraisees and give recommendations for pay progression to governors To be involved in the recruitment of teaching and support staff colleagues across the ALP as designated
2	<p>Pastoral Responsibility for ALP School Site as designated:</p> <ul style="list-style-type: none"> To ensure the smooth, daily operational management of your site in respect of branding, staffing, communication and routines/procedures in accordance with ALP policies To ensure high standards of safeguarding, attendance, pupil behaviour, presentation and personal development across your site To critically evaluate your sites pastoral performance and ensure performance targets are met including contributing to a rigorous review cycle with external partners such as the School Improvement Partner To ensure that evidence-based improvement plans inform pastoral actions. Take a lead role in ensuring that the necessary actions to bring about improvement are implemented quickly and effectively to improve pupil development and welfare especially for disadvantaged groups To review record keeping and ensuring staff are adhering to policy (e.g. CPOMS, positive handling) Highlighting best practice and addressing swiftly where this is not the case To monitor, high quality teaching and learning, under the direction of the Head of School, in respect of pastoral components (E.g. behaviour management, core values, standard 8, implementation of thrive plans, SEND provision), setting targets for rapid improvement of all pupils in regards to this To complete case studies to highlight learning/best practice To work collaboratively with the ALP Assistant Heads of School to secure and sustain high quality, evidence based pastoral professional development which enables staff to deliver highly effective teaching and learning

	<ul style="list-style-type: none"> ● To ensure that high expectations of presentation are maintain across your site acting in accordance with the ALP’s learning environment and branding policies ● To quality assure trips ensuring equitable experiences across the organization in conjunction with the EVC. ● To develop partnerships with all stakeholders including the community police, local safeguarding board, Hub, and children’s centre etc.
3	Services and Resources: <ul style="list-style-type: none"> ● To efficiently and effectively manage a department budget as specified ● To ensure that resource and learning environment audits are undertaken for your site, reporting to the Business/Caretaking team as appropriate to ensure that the site is well maintained
4	Championing the ALP Ethos <ul style="list-style-type: none"> ● To embody the core values in all that you do and to champion them in your interactions with staff, pupils, colleagues and all external stakeholders ● To ensure that the ALP schools work together as a family and that you personally drive sharing best practice and facilitation of school to school support ● To attend key events in the life of the schools and your site ● To represent the ALP at external and internal events championing the ALP’s vision and values ● To ensure that your communications with external and internal colleagues etc. adhere to the ALP’s policies and procedures including the ALP’s media crisis management strategy ● To be an advocate for the characteristics as defined in the 2010 Equalities Act, fostering understanding at school and community level
5	Leadership Development and Succession <ul style="list-style-type: none"> ● To be fully committed to leadership development. As part of this, to act as a role model and ensure that you are continually developing your own character and competence as a leader and embodying this in all interactions ● To deliver presentations to internal and external personnel in a highly professional and competent manner
6	Strategy: <ul style="list-style-type: none"> ● To contribute to the school’s SEF and Development Plan with leaders ● To contribute to the ALP’s talent management strategy
7	Leadership of Staff: <ul style="list-style-type: none"> ● To complete the induction of staff new to your site in respect of orientation of the building, safeguarding, ethos/values, code of conduct and pupil behaviour ● To be the first point of contact for teaching staff absence on your site, liaison with appropriate office staff to organise cover. ● To undertake staff voice activities including workload and ensuring that key findings are reported to the appropriate leader ● To conduct return to work interviews for teaching staff ● To undertake the role of investigating officer as requested by the Executive Principal/Head of School. ● To hold staff to account for demonstrating the ethos and values of the school through their communications/actions
8	Leadership of Pupils: <ul style="list-style-type: none"> ● To complete induction of new pupils and their parents ensuring that ALP expectations of conduct are clear ● To ensure all pupils are in a safe, secure, learning environment in accordance with safeguarding policies and taking into account whole school strategies that promote awareness of the dangers of abuse, sexual exploitation, radicalisation and extremism ● To ensure compliance with the ALP’s expectation of pastoral care for all pupils ● To coordinate the school’s range of extra- curricular activities enabling pupils to participate in activities which enhance their learning and cultural capital experience

	<ul style="list-style-type: none"> ● To promote pupil voice and create ways for pupils to be involved in decision-making ● To actively promote and celebrate pupil's success ● To conduct return to school interview following a period of exclusion or internal exclusion ensuring that the voice of the child is heard, recorded and revisited ● To monitor adherence to strategies to ensure high standards of behaviour and attendance and quality and address as appropriate ● To ensure the ALP provides high quality spiritual, moral, social and cultural development for all pupils
9	Liaison with Parents and Carers <ul style="list-style-type: none"> ● To prioritise engagement with parents and carers creating opportunities for parents to support and engage with the ALP, encouraging two-way communication and regularly sharing information. ● To be the first point of contact for parental concerns on your site, responding as appropriate ● To coordinate regular parents'/carers' evenings or review days, analysing attendance/parent voice data and acting upon accordingly to improve parental/pupil experience ● To play an active role in the Friends Group promoting and actively engaging staff to attend events and support the group in fundraising
10	Assessment <ul style="list-style-type: none"> ● To support the Deputy Head of School and SENDCo in ensuring that appropriate access arrangements are in place for pupils in respect of national testing ● To support the DHOS in coordinating national assessment provision on your site
11	Safeguarding <ul style="list-style-type: none"> ● To deputise for the Designated Safeguarding Lead in their absence ● To collaborate with the Designated Safeguarding lead to ensure that all staff on your site have an up to date knowledge and understanding of key safeguarding issues ● To conduct regular site walks with the caretaking team, ensuring actions to address development priorities are dealt with swiftly thus ensuring the safety and maintenance of your site ● To represent your site at the ALP well-being strategic team meetings including leading the agenda in terms of your designated ALP area of responsibility
12	Specific Area of responsibility – ALP – (Careers and Employability) <ul style="list-style-type: none"> ● To provide project and partnership leadership and direction on a broad range of opportunities (including but not exhaustive of, skills/aspirations/careers and employer engagement) collaborating with both the ALP and industry to mutually support curriculum drivers. ● To work with the Executive Principal to set key priorities and deliverables integral to the ALP strategic plan ● To liaise with external organisations and partners such as the North East LEP and local business in developing bespoke programmes of STEM learning. To host local network meetings/teach meets etc. in this field. ● To drive careers education, connecting curriculum to its relevance in the world of work, higher education and sourcing a diverse range of employer contacts/education providers to enhance provision/experiences for our learners demonstrating measurable impact upon their aspirations ● To support in writing bids to secure funding and sponsorship affording opportunities/resources for disadvantaged learners ● To write reports and case studies, present to a range of audiences. Share media and case studies with a wide range of stakeholders ensuring that the ALP's website and social media interface as a beacon of best practice. ● To develop wider community and family learning opportunities. Deliver and coordinate extra-curricular and after-school STEM/industry/skills related clubs. ● To fully utilise the specialist STEM facilities as integral to the ALP's curriculum provision ensuring staff are trained and skilled in doing so ● To drive the development of sustainable STEM, careers, skills resources, practical activities and visual aids that can be used by teachers. ● To undertake research and provide information to inform decisions in relation to STEM, careers education, employer engagement, skills.

- Engage in the latest research and ensure the ALP are included on all appropriate pilot schemes.
- To lead on the integration of essential *skills for life* across the ALP ensuring that they enable specific knowledge and technical skills to be fully productive.
- To work with the Head Of School/Deputy Head Of School to plan and deliver professional development aligned to the Trust Teaching and Learning model within your designated area of responsibility.
- To support in securing the ALP as a recognised centre of STEM excellence, ensuring positive media coverage about the ALP and its partners in terms of STEM, careers, employer engagement. Assist with marketing and promotion of the ALP.
- Support the organisation of ALP wide events including liaison with various departments, promotion and advertising, funding, arranging catering etc.
- Lead on gaining accreditation and appropriate quality marks pertaining to STEM e.g. Primary Gatsby.

ALP

- ALP is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and safeguarding training.
- Senior members of staff are required to undertake Safer Recruitment in Education training
- Ability to travel between sites is essential
- The ALP will endeavor to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition
- The duties in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document. The above may also include any duties that the Executive Principal may reasonably ask of the post-holder including undertaking aspects of the professional duties of the Executive Principal, as required. Duties may be modified by the Executive Principal with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title

Signed:

(Postholder)

Date

Signed:

(Chair of Governors)

Date

PERSON SPECIFICATION – L22A ASSISTANT HEAD OF SCHOOL

As evidenced in application form and interview (Desirable in brackets)	
Qualifications	<ul style="list-style-type: none"> ● Qualified to degree level ● PGCE (or equivalent) – Qualified to Teach in the UK ● Qualified Teacher Status ● Evidence of recent, relevant professional development
Experience	<ul style="list-style-type: none"> ● Breadth of experience in Senior Leadership (or equivalent) particularly in respect of pastoral components, meeting the needs of disadvantaged learners ● Background in industry or similar ● Successfully leading and managing people individually and in teams ● Experience of working effectively with the local community

	<ul style="list-style-type: none"> ● A proven track record in improving outcomes particularly for disadvantaged learners ● Experience of supporting others to achieve success through instructional coaching or other relevant activities
Skills and Abilities	<ul style="list-style-type: none"> ● An ability to effectively prioritise and plan for self, others ● An ability to present to audiences in an articulate and professional manner ● An ability to manage others to maintain high standards of pupil and staff conduct in order to ensure a positive climate for learning. ● An ability to lead improvement initiatives that have a demonstrable impact on pupil pastoral welfare and achievement ● Committed to the ALP's Core Values and vision, including skills for life and the valuable contribution of business partners
Knowledge	<ul style="list-style-type: none"> ● A knowledge of current education policy in respect of pupil welfare, behaviour, safeguarding, attendance and wider curriculum offer ● An understanding of the links between education and bridging the gap for disadvantaged learners ● An understanding of child development across the primary age range
Personal Attributes	<ul style="list-style-type: none"> ● Passionately committed to safeguarding and the welfare and wellbeing of children and young people ● Committed advocate of the characteristics protected in law as defined in the 2010, Equalities Act ● Willingness to undergo appropriate checks, including enhanced DBS checks ● Emotionally resilient and therefore patient and persevering ● Act with humility and as a team player ● Able to demonstrate and communicate the ALP ethos in your behaviours and actions, upholding and promoting this at all times. ● Positive, passionate and enthusiastic and able to help others be the same including promoting the ALP as a collaborate family of schools ● To have high aspirations for ALP pupils and a commitment to excellence, and to role model this behaviour to others ● Proactive in enhancing your knowledge base including keeping abreast of relevant research