

## Job Description – Assistant Principal



Salary: SFOA Leadership Range L8 – L10 (£54,451 - £57,096)

Hours: Whole year with 40 days holiday entitlement.

Reporting to the Principal, you will be a member of the College's Senior Leadership team and have overall responsibility for the management of School Liaison and Recruitment at the Stockton site, as well as Inclusion, Alternative Provision and Partnership Working. In addition, you will manage Lead Practitioner and School Improvement schemes on behalf of the Trust. This post requires a high level of specialist knowledge and expertise in some or all of the areas of business development and student recruitment, alternative provision and inclusion at pre- and post-16, recent experience of managing in a 'good' or 'outstanding' secondary education setting.

Responsibilities may change with time and further Trust initiatives but, in the first instance, they will include:

### Senior Leadership Team Responsibilities:

1. Strategic Leadership of the functions reporting to the role - across the two sites of the college where applicable
2. Staff management, leadership and development of the functions reporting to the role
3. Budget responsibility for the functions reporting to the role
4. Contributing to the overall strategic direction of the college and the MAT.
5. Participating in SLT and Governance Meetings and chairing and convening other meetings as necessary.
6. Deputise for the Deputy Principal and / or Principal of the college as necessary

### Job specific responsibilities:

In all areas of responsibility, oversee the creation, implementation and continual improvement of systems and processes, reinforcing and promoting value for money and outstanding provision.

Working with the SLT to ensure the smooth operational running of the college on a day-to-day basis.

As determined with the Principal, allocation of projects as appropriate to workload, experience and professional development requirements.

### School Liaison and Recruitment

1. Development and implementation of a student recruitment strategy to ensure optimum number of student enrolments in line with strategic plan targets
2. Build strong relationships with local schools, seeking opportunities for closer pastoral and curricular partnerships;
3. Overseeing student applications to the college, providing SLT with regular reports on current and anticipated student enrolments, analysing and reporting on recruitment data and trends
4. Working closely with the Liaison Manager (PPC) and Marketing Officer, oversee a multi-faceted marketing strategy for the college, through digital media, print and events to promote the college to prospective students.
5. Line Management of the Teacher in Charge of School Liaison at the Stockton Site;

## **Inclusion and Alternative Provision**

1. Strategic oversight and management of the college's sub-contracted pre-16 SEMH provision
2. Strategic oversight and management of the alternative provision offer at the Stockton site including:
  - Pre-16 students at risk of permanent exclusion
  - Pre-16 students via the Elective Home Educated offer
  - Re-engagement of post-16 students not in education, employment or training
3. To assist in the strategic planning for development of future inclusion and alternative provision initiatives across the Trust.

## **College/School Improvement Advisor**

1. To lead on all aspects of Personal Development, Behaviour and Welfare for students at the Stockton site
2. Working with the Deputy Principal, to quality assure Curriculum Intent and Impact at the Stockton site
3. To lead on the design and implementation of school improvement plans in respect of any secondary school with which the Trust works through 'voluntary brokerage' or academy sponsorship
4. To advise SLT and the Trust on the metrics and actions needed to effect school improvement in any such school and report on the progress being made at regular intervals in line with the school improvement plan.
5. Utilising experience and proven effectiveness in a secondary setting, to work with senior and middle leaders within the identified school to implement change and effect rapid progress.

## **Partnership Working**

1. Strategic overview of partnership working, ensuring the maintenance of good relations with organisations as directed by the Principal, including:
  - Education Development Centre
  - Stockton Town Football Club & the Football Academy Project
  - Campus Stockton Teaching Alliance
2. Management of the Lead Practitioner scheme for the Trust, overseeing the design and implementation of the scheme and leading the team of Teaching and Careers staff, including direct line management where appropriate

## **Other**

1. Designated Safeguarding Lead and Incident Manager for the Stockton site
2. As a member of the Senior Leadership Team, sharing in and contributing to the team's commitment to achieving the Trust's aim of providing the highest quality of educational experience for all its users;
3. To represent the Trust at local, regional and national meetings as required
4. Carrying out such similar duties as may be required by the Principal, commensurate with the post.

This job description sets out the main responsibilities for the postholder but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake.

### Essential

- Educated to degree level and qualified teacher status
- Proven track record as an outstanding teacher/manager including in a secondary setting
- A confident and forensic use of data to inform and diagnose weaknesses that need addressing and the ability to effectively action plan to raise performance
- Knowledge, understanding and experience of aspects of alternative provision
- Experience of effective leadership on business initiatives e.g. student recruitment
- Experience of developing and maintaining strong relationships with external stakeholders e.g. partner schools, employers, parents
- Extensive experience of managing and motivating staff
- Excellent interpersonal, written and oral communication skills
- Strong organisational and time-management skills and the ability to delegate appropriately
- High levels of financial acumen, ability to manage significant budgets and strong negotiation skills
- Excellent computer literacy skills
- Strong leadership skills with a clear vision
- Proven experience of developing and leading an effective team
- Proven experience of successfully leading change
- Proven ability to apply creative solutions to issues at a strategic level
- Energy, enthusiasm and the ability to work under pressure and achieve goals
- Excellent organisational skills

### Desirable

- Experience of managing and delivering on multiple projects
- Knowledge of FE funding
- Highly effective team player
- Experience of effective resource management at a senior level
- Willingness to undertake a management qualification