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| **Job Profile** | **Competencies** | **Qualifications and Experience** |
| The Partnership Assistant Principal, reporting to and in conjunction with a Principal will be responsible for the following:**Creating the climate for success within a named THPT School by:**Working with all stakeholders to implement the strategic vision for THPT ‘to bring out the best’ in all students by promoting the vision and values to pupils, staff, Local Governors, parents, and the wider communityEnsuring THPT policies are put into practice to ensure the THPT ethos is well-established across all schoolsEnsure that each school has a culture where all pupils experience a positive and enriching school lifeUphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life across all relevant schoolsCreate a culture and ethos of challenge and support where all pupils can achieve success and increase their life chances**Leading the improvement of the quality of education in a THPT school and supporting the Principal to:**Ensure that a broad and balanced curriculum is effectively plannedDevelop high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learnEnsure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines and is facilitated by highly trained and effective subject leadersEnsure effective use is made of formative assessment through valid, reliable and proportionate approaches which are used when assessing pupils’ knowledge and understanding of the curriculumEnsure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early readingDeliver high expectations and set challenging targets for each schoolDrive a consistent a focus on pupils’ outcomes, using data analytically and benchmarking to monitor progressSecure and sustain strong pupil outcomesMonitor, evaluate and review practice and promote effective improvement strategiesContribute to evidence-based improvement plans which support continuous school improvement linked to the school’s SEFContribute to a highly effective School Improvement Plan (SIP) which is developed and delivered in the light of robust evaluation**Developing self and working with others by:**Regularly reviewing own practice, setting personal targets and taking responsibility for own development, seeking advice and supportProviding inspiration and strong strategic leadership to the all school-based teams to ensure each school delivers the highest standardsMotivating others to achieve excellent outcomes through distributive leadership involving teams and individuals in the named THPT schoolWorking to build the capacity of leaders through coaching, mentoring and professional development of colleaguesEnsuring a culture of high staff professionalism is embedded in the schoolRigorously tackle under-performance at all levelsSupport effective strategies and procedures for staff recruitment, induction, professional development, performance review and retention are in placePromoting and maintaining a culture of high expectations**Support the management of the relevant school by:**Developing effective relationships and communications which underpin sustainable school improvementPutting in place effective stakeholder communication mechanismsSupport effective organisational and management structures for each school and seek ways of improving organisational structures and functions based on rigorous self-evaluationSupport the Principal by working in partnership with and developing knowledge of:* the Finance team to ensure that the school budgets are effectively constructed, monitored, and delivered
* the IT team to use and integrate a range of technologies effectively
* the Estates team to ensure that the school provides a vibrant and inspiring learning environment
* the HR team to ensure effective recruitment, retention, development, performance management and wellbeing of staff

**Strengthening community by:**Creating and maintaining effective partnerships and networks across THPT, locally and nationallyActively promoting the school as a centre of excellence for education and families in the local community**Accountability within THPT:**Work with the Principal to create and develop an organisation in which all staff recognise that they are accountable for the safeguarding and success of all young people in the schoolTake accountability for the standards, improvement, and performance within the schoolEnsure the presentation of a coherent and accurate account of the school’s performance in a form appropriate to a range of audiencesReflect the outcomes of regular school self-evaluation with external/peer evaluations to further improve and validate outcomes**Data Protection**Working with computerised systems ensuring compliance at all times under the Data Protection Act 1984 for the security, accuracy and significance of personal data held on such systems**Health and Safety**Ensure compliance with THPT’s Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties, such as members of the public in or on premises controlled by THPT**Safeguarding**To build and secure an embeded culture of safeguarding in the schoolTo ensure the staff within the policy framework for safeguarding and child protectionTo play an active role in the development of safeguarding policy and procedures | **Strategic direction and shaping the future:**Experience of successful delivery against agreed strategic plansAbility to articulate a clear vision commensurate with THPT and its development over the next three years**Leadership**:Track record of providing inspiration and strong staff leadership Credibility with other professionals having demonstrated a track record building on own success as a middle leaderClear communicator orally and in writing**Quality of Education:**Excellent understanding of how to develop a robust curriculumEvidence of a strong knowledge of the current major curriculum issues, legislative changes and their significance for the management and leadership within a schoolExcellent understanding of how children learn, and ability to evaluate and coach for outstanding teaching methodsTrack record of assessing, monitoring and evaluating the quality of teaching standards and the delivery of a vibrant curriculumKnowing how to monitor through use of Data and Key Performance Indicators (KPIs)Knowledge and understanding of the Ofsted process**Staff management and development:**Managing staff to work effectively together to deliver improvement within the schoolSuccess in challenging underperformanceSuccess in using professional development to improve staffSuccess in using performance management for improvementSuccess in supporting and promoting staff wellbeing**Organisation – managing systems and resources:**Proven effectiveness of previous use and integration of a range of technologies to promote learningKnowledge of how to use ICT effectively for school management, curriculum development and pupil progress**Community**:Track record of forging effective links with and understanding of local communities Actively draws on the richness and diversity within the school communities to enhance learning opportunities**Accountability**:Ability to use monitoring and evaluation to improve the academic, spiritual, moral, social, emotional and cultural development of all pupils, to make accurate judgements against agreed criteriaThorough understanding of the statutory framework for education and the legal framework that underpins school leadership and ensuring compliance **Safeguarding and Equal Opportunities:**Evidence of a commitment to promoting the welfare and safeguarding of childrenEvidence of promoting, implementing and monitoring equal opportunities across all aspects of the school**Personal attributes:**Professional attributes reflect the Nolan Principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadershipClear communicator with self-awareness and persuasive abilitiesOutcomes focusedStrong team-builderA sense of humour | **General:**Serving or returning Middle LeaderSubstantial and successful experience at middle leader level Teaching qualificationDegree (Masters level optional)Proven track record in improving outcomesAn understanding of working with culturally diverse communitiesVision for strategic leadership **Strategic direction and shaping the future:**Experience of successful delivery against agreed strategic plansAbility to articulate a clear vision commensurate with THPT and its development over the next three yearsAn understanding of and desire to lead at a system levelThe successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS)The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  |