



## Job Description

**Job Title:** Associate Executive Principal

**Reporting to:** Executive Principal

**Grade:** L37 - L43

### Overall purpose of the post:

Working with the support of the EP as required, to provide strategic leadership and hold accountability for direction, standards achieved and quality in the school in order to:

- Provide leadership and management which enables the school to give every child a high quality education, and which promotes the highest possible standards of achievement;
- Secure the long-term success of the school by maximising potential through the deployment of the skills and resources available from across the region or wider Family of Schools;
- Build leadership capacity at the school;
- Work within the framework of the Trust's values in order to deliver the Trust's Vision of 'Students' First: Raising Standards and Transforming Lives' across all aspects of their role.

### Main duties and responsibilities:

Working with the support and guidance of Executive Principal and within the vision and values of the Trust in order to:

- Support and develop the leadership team in their responsibility for the strategic management and operational activity of the school;
- Provide enthusiastic, innovative and consistent leadership;
- Work positively with the school community to ensure the best possible outcomes for students;
- Support the leadership team in implementing rigorous and sustainable policies and strategies in order to transform the outcomes for children at our academies;
- Develop the reputation of the school within its community, fostering relationships and networks to promote the school as a beacon within their community;
- Support and foster relationships with the local authority to support the school to deliver within the local educational landscape and framework;
- Act as an ex-officio member of the academy council, providing clarity, direction and professional development to governors;
- Undertake work on behalf of the Executive Principal as required, including attending external events as a representative of the Trust.

### **Education Provision and Standards**

- Hold the leadership team to account for student outcomes, ensuring that all the relevant intervention and monitoring is in place to secure the best possible outcomes for students at the end of their phase;
- Ensure that a modern, up to date curriculum is developed and implemented and that curriculum intent is translated into effective learning and assessment practice;
- Encourage and promote innovation in educational provision through the commissioning and delivery of services, ensuring that the school can meet changing needs and demands consistent with government guidelines and requirements;
- Ensure that high quality provision is available to all students regardless of prior attainment or additional needs;
- Enable the leadership team to develop a culture where children feel safe, confident and can attain their maximum educational outcomes.

### **Finance, Personnel and Resources**

- Secure the support of Subject Directors and other colleagues from across the Trust as required;
- Ensure that all the activities of the school are conducted in accordance with all legal requirements and regulations;
- Recruit, lead and motivate a committed, effective and diverse workforce who understand the needs of students and are able to deliver high quality learning;
- Ensure that all resources are deployed to provide the best possible outcomes for children;
- Ensure the development of positive solutions in achieving inclusivity, diversity, dignity and equality in all aspects of academy life and engagement with the wider school community.

### **Additional Responsibilities**

- Carry out other tasks, commensurate with the seniority of the post, which will be allocated over the duration of the contract of employment.
- Participate fully in the Trust's briefing and INSET system and team, professional and personal development activities and promote a commitment to continuous development and improvement.
- Participate fully in the Trust's performance management process and work to achieve agreed set objectives.
- Undertake mandatory training on child safeguarding and data security, ensuring that they understand how to identify and report safeguarding concerns.

### **POLICIES AND EXPECTED STANDARDS**

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times (the post holder will be expected to influence and develop the Trust policies as directed by the Chief Executive). The Code of Conduct for Employees in particular sets out what you as a post holder are required to follow at all times and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

Outwood Grange Academies Trust 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 and safeguarding training, as required under the latest version of Keeping Children Safe in Education. Staff have a duty to recognise and report any concerns they have about the safety or welfare of a child to the relevant and qualified individual within the organisation. The post holder will also be required to undertake Safer Recruitment Training.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work and the security of information. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

### **Special Features**

- The post may require travel between schools;
- The academy allocated to the postholder may vary under the direction of the Chief Executive.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.