



LEADERSHIP POST JOB DESCRIPTION

Name:

Post: Assistant Principal – Achievement and Attendance

Scale: L8 – L12

Accountable to: Academy Principal

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You are required to carry out the duties of a School Teacher as set out in the current School Teachers' Pay and Conditions Document and you are required to carry out such duties as the Principal may reasonably request.

Part 1 MAT expectations and ethos

- Develop and articulate the academy's curriculum intent and vision to ensure the curriculum is broad, ambitious, inclusive, and meets the needs of all students.
- Ensure that the curriculum intent is embedded consistently and effectively across all subjects and key stages.
- Develop robust and effective quality assurance systems to ensure curriculum delivery consistently matches intended outcomes.
- Lead strategies to improve achievement for all pupils, particularly disadvantaged and vulnerable learners.
- Lead and line manage the Attendance Team, ensuring meetings are purposeful, impactful, and outcomes-focused.
- Work closely with the Vice Principal (Quality of Education) to ensure the curriculum for students with SEND is highly effective, appropriately adapted, and equally ambitious.
- Ensure the highest quality curriculum provision is available to all students.
- Support and develop teachers' subject knowledge and curriculum expertise.
- Work collaboratively with Assistant Principals and middle leaders to ensure:
 - assessment is used effectively to identify misconceptions and inform teaching;
 - teachers systematically check pupils' understanding;
 - teaching enables pupils to retain knowledge long term through strategies such as retrieval practice.
- Strategically lead the academy's assessment approach to ensure assessment supports knowledge retention, understanding, and progress.



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- Lead and develop a strategic whole-school reading curriculum to promote fluency, confidence, and enjoyment in reading.
- Undertake any additional duties as directed by the Chief Executive, Executive Principal, Principal, or designated line manager.

Part 2 Overall Purpose

To support the Principal in securing high standards across the academy through excellent leadership of achievement, attendance, curriculum development, quality of education, and pastoral care.

The Assistant Principal will contribute strategically to academy improvement by ensuring:

- High-quality teaching and learning;
- Excellent attendance and punctuality;
- Strong student outcomes and achievement;
- Effective quality assurance systems;
- An ambitious and inclusive curriculum;
- Effective assessment and intervention strategies;
- Positive behaviour and attitudes to learning;
- Strong partnerships with families, external agencies, and the wider community.
- The postholder will contribute fully to the strategic leadership and management of the academy and support the wider priorities of the Trust.



Part 3 Main Accountabilities

Learners

- Assist in monitoring and evaluating learners' progress across the academy.
- Ensure effective care, guidance, and support for students in all aspects of their academic and personal development.
- Support the Principal, Vice Principal, Assistant Principals, and Curriculum Managers in maintaining a calm, disciplined, and purposeful learning environment.
- Ensure the curriculum is ambitious, broad, inclusive, and responsive to the needs of all learners.
- Support the development and adaptation of schemes of learning and curriculum provision where appropriate.
- Contribute to wider pastoral provision through assemblies, enrichment activities, literacy initiatives, and extra-curricular programmes.
- Ensure assessment systems are accurate, effective, and routinely used to support intervention and achievement.
- Analyse and use attendance, behaviour, and achievement data to identify trends and implement appropriate interventions.
- Support the production and quality assurance of reports to parents and carers.
- Lead and support strategies to secure excellent levels of attendance, punctuality, engagement, and participation.
- Coordinate targeted support for disadvantaged, vulnerable, and underperforming students.

Staff

- Monitor and evaluate the quality and impact of teaching, learning, curriculum delivery, and wider staff performance.
- Support the induction and development of new staff.
- Contribute to the mentoring and support of ECTs and ITTs.
- Assist in the academy's performance management processes.
- Promote a culture of professional development, accountability, and continuous improvement.
- Provide coaching, challenge, and support to leaders and teachers to improve practice and outcomes.

Resources

- Support leaders in maintaining high-quality curriculum resources.
- Ensure effective use of academy resources, external agencies, and community partnerships.
- Promote efficient systems and processes that support high standards of education and attendance.

Management

- Contribute to the strategic leadership and management of the academy to improve standards of teaching, learning, achievement, behaviour, reading, and attendance.



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- Assist in producing strategic plans, academy improvement plans, and self-evaluation documentation.
- Support the monitoring and evaluation of academy performance against key priorities and targets.
- Contribute to academy policies, systems, and procedures.
- Promote a culture of high expectations and continuous improvement.
- Support safeguarding and inclusion priorities across the academy.

Part 4 Specific Responsibilities

- Develop and articulate the academy's curriculum intent and vision to ensure it is broad, ambitious, knowledge-rich, and inclusive for all students.
- Ensure curriculum intent is embedded consistently and effectively across all subjects and key stages.
- Ensure the academy's curriculum and teaching approaches meet the needs of all learners, including disadvantaged students and those with SEND.
- Work closely with the Vice Principal (Quality of Education) and Assistant Principal (SENDCo) to ensure the curriculum for SEND students is appropriately adapted, ambitious, and successful.
- Strategically lead initiatives, including RAG meetings, to improve achievement and progress for all students, particularly disadvantaged and vulnerable learners.
- Develop highly effective quality assurance systems to ensure curriculum delivery, assessment, and classroom practice consistently match the aims of the curriculum.
- Ensure teachers have secure subject knowledge and effective curriculum expertise.
- Work alongside middle and senior leaders to ensure teachers:
 - systematically check pupils' understanding;
 - identify misconceptions effectively;
 - adapt teaching appropriately;
 - support long-term retention of knowledge through evidence-informed approaches such as retrieval practice.
- Strategically lead and develop the academy's assessment approaches so assessment supports learning, identifies gaps, and informs teaching and intervention.
- Lead and develop a strategic whole-school reading culture and curriculum to improve fluency, comprehension, confidence, and enjoyment in reading.
- Lead and line manage the Attendance Team, ensuring meetings are purposeful, impactful, and focused on securing improved attendance outcomes.
- Develop and implement effective attendance strategies to reduce persistent absence and improve punctuality.
- Work collaboratively with families, external agencies, and stakeholders to remove barriers to attendance and achievement.
- Ensure statutory attendance procedures are implemented consistently and effectively.



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- Lead intervention strategies for students at risk of underachievement, disengagement, or poor attendance.
- Support the development of a positive culture of behaviour, attendance, and attitudes to learning across the academy.
- Contribute to assemblies, enrichment activities, community events, and whole-school initiatives.
- Undertake any additional duties as directed by the Chief Executive, Executive Principal, Principal, or designated line manager.

Safeguarding

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The postholder will:

- Demonstrate a strong commitment to safeguarding and child protection.
- Promote the wellbeing and safety of all students.
- Follow all safeguarding policies and procedures.
- Maintain appropriate professional boundaries at all times.

Appointment to this post will be subject to an enhanced DBS check and satisfactory references.

General

The duties and responsibilities identified in this job description are not exhaustive. The postholder may be required to undertake any duties commensurate with the general character and grading of the role.

This job description may be amended at any time following consultation with the postholder.

The postholder must carry out all duties with full regard to:

- The Trust's Equal Opportunities Policy;
- Safeguarding and child protection requirements;
- GDPR and confidentiality requirements;
- Health and Safety policies and procedures;
- All relevant statutory and Trust responsibilities.