



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

# Role Profile

Associate Assistant  
Principal – Head of  
Maths

St Ivo Academy

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	St Ivo Academy
<b>Post title</b>	Associate Assistant Principal – Head of Maths
<b>Responsible to</b>	Vice Principal
<b>Full time Salary</b>	LS10 £65,977
<b>Pro-Rata Actual Salary</b>	N/A
<b>Working Pattern</b>	Full Time, Fixed Term for 1 year
<b>Pension</b>	Teachers' Pension
<b>Working Hours</b>	Monday-Friday, As per the academy directed time budget
<b>Line Management Responsibility</b>	Yes

## **ROLE SUMMARY**

The Associate Assistant Principal is a member of the Senior Leadership Team. As part of this team, they will support the efficient management of the daily routines of the academy. As a member of the Senior Leadership Team they will contribute to the evaluation, formulation and implementation of policies. They will take a leading role in the promotion of the academy, ethos and values, leading and managing staff and students and monitoring progress towards the achievement of the academy's aims and objectives. They will be expected to be an active supporter of all aspects of academy life including events outside the normal working week.

### **Key Accountabilities**

- ★\* Supporting the effective implementation and embedding of the agreed Astrea vision, principles and policies within the academy.
- ★\* Supporting the creation of a culture of constant improvement and being an inspirational leader, committed to the highest standards in all areas of academy work.
- ★\* Take responsibility for day-to-day management of the school within the senior leadership team.
- ★\* In partnership with the leadership team, ensure the safeguarding of all pupils, and that the safety and well-being of pupils and staff is promoted and maintained at all times.
- ★\* Leadership of the Maths curriculum and department, in line with the responsibilities expected of a head of core subject.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Shaping the Future (Strategic Leadership)**

- ★\* Work under the guidance of the Principal and Vice Principals to develop the shared vision and strategic plan for the academy, which is responsive to the community it serves. At the core of this should be the academic and personal development of the students.

- ★\* Support school leaders in implementing the academy's vision and strategic direction so that it is understood and acted upon by all stakeholders.
- ★\* Work within the academy community to translate the vision into agreed objectives and operational plans, which will drive forward and sustain academy improvement.
- ★\* Ensure the sustained raising of aspiration, achievement and attainment, is met in an academically rigorous, inclusive and sustainable manner.
- ★\* Ensure the academy achieves its performance targets.
- ★\* Demonstrate the vision and values of Astrea in everyday work and practice. Motivate and work with others to create a shared culture and positive climate.
- ★\* Promote the academy, and the Trust and develop effective and productive relationships with a wide range of stakeholders.
- ★\* Secure the commitment of parents and the wider community to the vision and direction of the academy and the Trust.
- ★\* Challenge, motivate and empower others to attain ambitious outcomes.

### **Leading the Educational Provision**

- ★\* Drive and inspire a passion for learning in every member of the academy community.
- ★\* Provide a model of outstanding practice to all staff in teaching and academy leadership.
- ★\* Ensure the curriculum is rich, relevant and develops a general knowledge of the world.
- ★\* Foster a welcoming ambience in which impeccable standards of behaviour are sustained on a daily basis in order to provide a calm and purposeful environment for students.
- ★\* Secure and sustain effective teaching and learning throughout the academy by ensuring sound strategies are in place for developing, monitoring and evaluating the quality of education delivered using benchmarks and setting targets for rapid improvement.
- ★\* Ensure a continuous and consistent focus on academic achievement and personal development.
- ★\* Support the creation of a positive culture of challenge, support and high expectations, in order to achieve the academy Strategic Academy Development Plan.
- ★\* Ensure that all students make good progress including where there are barriers to learning, through clear, consistent and excellent systems and provision for all, actively promoting inclusion.
- ★\* Ensure innovation and the use of appropriate new technologies which improves the educational delivery for students.

### **ROLE DESCRIPTION**

- ★\* Developing Self and Working with Others
- ★\* Treat everyone within the academy fairly and equitably.
- ★\* To support the principal in actively and astutely managing the workload of staff to make sure that the processes within the school are sensible, essential and

conducted in an efficient manner.

- ★\* Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance in accordance with Trust Appraisal and Capability policies and procedures.
- ★\* Ensure a high standard of professional development for all staff and for yourself, including attending all mandatory training events.
- ★\* To build a collaborative learning culture within the academy and actively engage with other academies within the Trust and the wider Astrea family to build effective learning communities.
- ★\* Work with all staff to build effective teams.
- ★\* Sustain their own enthusiasm and motivation and develop and sustain that of other staff.
- ★\* To support the Principal and Vice Principals to ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and delegation of responsibilities.
- ★\* Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal as below.
- ★\* Support the effective and consistent implementation of the Astrea Appraisal Policy and other systems of quality assurance and professional development of teachers.

### **Leading the Organisation**

- ★\* Support the Principal, Vice and Assistant Principals in organising and managing the people and resources in the academy to provide an efficient, effective and safe learning environment
- ★\* Using self-evaluation and problem-solving approaches to seek organisational improvements and ensure that the Academy remains fit for purpose
- ★\* Have due regard and up to date knowledge regarding all matters relating to Health and Safety
- ★\* Have due regard and up to date knowledge regarding all matters relating to safeguarding children and young people
- ★\* Collaborate effectively with others, to build capacity across the Academy ensuring resources are effectively and efficiently deployed
- ★\* Have good knowledge of legal issues relating to leading and managing an Academy
- ★\* Be able to manage others within an accountability framework
- ★\* Support the Principal in creating an organisation which enables people to perform at their best and underpins effective employee relations

### **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Graduate with Qualified Teacher status	•	
Good relevant Degree	•	
Evidence of commitment to self-improvement as a professional.	•	

<b>Experience</b>		
Demonstrable evidence of excellent performance as a classroom practitioner	•	
Proven recent success in a leadership role in a secondary school or an equivalent role	•	
Experience of improving the quality of teaching and learning through effective use of assessment and challenging poor performance	•	
Experience of successful monitoring, evaluating and improving student progress and attainment	•	
Experience of managing a team successfully	•	
Evidence of the ability to plan strategically and communicate effectively to large groups of staff and the school community	•	
Significant experience of working effectively to motivate students with significant barriers to learning	•	
Teaching throughout the age (11-18) and ability range	•	
Experience of working in a multicultural, diverse school and of supporting vulnerable young people using a multi-agency approach	•	
Specific experience of successful working with students across the age and ability range.	•	
<b>Knowledge</b>		
Knowledge of National Curriculum and GCSE syllabuses	•	
Knowledge and understanding of what constitutes high quality educational provision, the characteristics of an effective Academy and strategies for raising scholars' achievement	•	
<b>Professional Skills</b>		
Good teaching skills and range of strategies	•	
The ability to manage change effectively	•	
High level personal IT skills and the ability to use these effectively in a range of situations	•	
Ability to establish and maintain good relationships with others, including leaders from across the region	•	
Energy, imagination, loyalty and personal commitment	•	
Ability to work under pressure and to deadlines	•	
High expectation of self and others	•	
The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome	•	
<b>Personal Qualities</b>		
Confident, enthusiastic and motivated with a passion for education	•	

Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	
<b>Line Management</b>		
This role will have line management responsibility for others.	Yes	

### **GENERAL RESPONSIBILITIES**

- ★\* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★\* Commitment to continual learning and development of skills.
- ★\* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★\* Demonstrate an excellent record of attendance and punctuality.
- ★\* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)
  - Child Protection and Safeguarding Policy
- ★\* Work cooperatively as part of the Trust wide staff team.
- ★\* This role profile is not exhaustive and undertaking other duties may be required.

### **THIRD PARTY CHECK**

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

## **APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)