



# JOB DESCRIPTION

Job Title:

## **Secondment Associate Assistant Principal**

Location:

## **Thomas Middlecott Academy**

### **Job Purpose:**

We are looking for an outstanding leader to join our SLT team on a secondment role supporting the strategic and operational management, development, and leadership of TMA.

To provide operational leadership to promote high standards of behaviour and student conduct across the academy. The postholder will work as part of the Senior Leadership Team (SLT), supporting the Assistant Principal for Behaviour and Standards in embedding a culture of high expectations, positive relationships, and a strong sense of belonging for all students.

The role will focus on leading the pastoral structure, ensuring consistency in behaviour systems, and driving improvements through data-informed strategies aligned with the academy improvement plan.

### **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

### **Reporting To:**

Assistant Principal for Behaviour and Standards

# KEY RESPONSIBILITIES

## STRATEGIC LEADERSHIP

- ★ Work alongside the Vice Principal for Behaviour, Culture and Standards to support the development and implementation of the academy's behaviour and pastoral strategy.
- ★ Promote and model the academy's ethos, values, and culture.
- ★ Lead on whole-school pastoral initiatives and improvement priorities.
- ★ Use research and evidence-informed practice to drive sustainable improvements.
- ★ Contribute to the wider leadership and management of the academy as a member of SLT.

## OPERATIONAL LEADERSHIP

- ★ Lead the day-to-day management of the pastoral systems across the academy.
- ★ Line manage Heads of year and year managers, ensuring accountability and high performance.
- ★ Oversee the effective running of form time, behaviour and reward assemblies, and literacy initiatives (including DRET Read).
- ★ Coordinate duty rotas and ensure effective supervision of key areas and behaviour hotspots.
- ★ Lead and manage the academy's detention systems.

## BEHAVIOUR MANAGEMENT & STANDARDS

- ★ Monitor, track, and analyse behaviour data daily, identifying trends and areas for intervention.
- ★ Oversee the management of serious behaviour incidents, ensuring appropriate and consistent responses.
- ★ Quality assure behaviour records, incident reports, and associated documentation.
- ★ Work with year managers to review high-level behaviour incidents and determine appropriate sanctions, including removals, & internal suspension where necessary.
- ★ Ensure consistent implementation of the behaviour policy across all year groups.

## STUDENT SUPPORT & INTERVENTION

- ★ Identify students at risk of disengagement and coordinate targeted interventions.
- ★ Oversee the operation of the Internal Suspension Room (ISR) and removal systems.
- ★ Ensure appropriate work provision is set in collaboration with Heads of Department.
- ★ Support reintegration processes following removal, suspension, or absence.

## PASTORAL SYSTEMS & CULTURE

- ★ Promote a climate of respect, inclusion, and high expectations across the academy.
- ★ Develop and sustain a strong sense of identity within year groups and across the school community.
- ★ Support the pastoral team in delivering consistent and effective student support.
- ★ Monitor and evaluate the impact of pastoral systems and interventions.

## COLLABORATION & COMMUNICATION

- ★ Work closely with the Assistant / Vice Principal for Behaviour and Standards and Culture to align strategic priorities.
- ★ Liaise daily with Year Managers, and Heads of Years.
- ★ Communicate effectively with staff, students, and parents regarding behaviour and pastoral matters.
- ★ Contribute to staff training and development related to behaviour and pastoral systems.

## QUALITY ASSURANCE & ACCOUNTABILITY

- ★ Ensure all behaviour-related documentation meets required standards and is compliant with academy and statutory expectations.
- ★ Regularly audit pastoral systems, interventions, and reporting processes.
- ★ Provide reports and updates on behaviour trends and impact to SLT.

## PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Qualifications and Professional Development</b>  |           |           |
| ★ Relevant Subject Degree at BA or above.   | ✓         |           |
| ★ Qualified Teacher Status  | ✓         |           |
| ★ Evidence of applying continued professional development.                                | ✓         |           |
| <b>Experience</b>   |           |           |
| ★ Proven experience in a pastoral or behaviour leadership role within a secondary school. | ✓         |           |
| ★ Strong leadership and management skills with the ability to motivate and develop staff. | ✓         |           |
| ★ Excellent understanding of behaviour management strategies and pastoral systems.        | ✓         |           |
| ★ Ability to analyse data and use it to inform decision-making.                           | ✓         |           |
| ★ Strong interpersonal and communication skills.  | ✓         |           |
| ★ Commitment to high standards and continuous improvement.                                | ✓         |           |
| ★ Experience working at Senior Leadership Team level.                                     |           | ✓         |

|  |   |   |
|--|---|---|
| ★ Knowledge of current research in behaviour and pastoral care.  |   | ✓ |
| ★ Experience of leading whole-school initiatives.  |   | ✓ |
| <b>Personal Qualities</b>  |   |   |
| ★ Well-motivated, enthusiastic with a can-do attitude.   | ✓ |   |
| ★ Honesty and integrity.   | ✓ |   |
| ★ Good organisation and time management skills.  | ✓ |   |
| ★ To be a positive role model to our pupils.   | ✓ |   |
| ★ Be flexible and resilient in response to a changing educational environment.   | ✓ |   |
| <b>Equal Opportunities</b>   |   |   |
| ★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best. | ✓ |   |
| <b>Safeguarding</b>  |   |   |
| ★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.   | ✓ |   |
| ★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.   | ✓ |   |
| ★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.                         | ✓ |   |
| <b>Health and Safety</b>   |   |   |
| ★ Aware of Health & Safety and Safeguarding as appropriate to role   | ✓ |   |

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

*All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.*