

## Ormiston Maritime Academy

### Post: Assistant Principal - Inclusion

Location:	Ormiston Maritime Academy
Salary:	Salary range L10 – L14 (actual salary £62,202 - £68,586)
Contract	Permanent
Hours:	Full-time
Responsible to:	Vice Principal or Principal
Line Management of:	Inclusion
Start date:	Easter 2025 or sooner if possible

#### Role

The role of Assistant Principal (AP) is a vital one for the academy. It is a strategic leadership role where the AP leads on a significant aspect of the academy, with others, to ensure it impacts positively on student achievement and other outcomes, the quality of teaching and learning in the classroom, the quality of provision matched to need and the necessary support for students to achieve.

As Assistant Principal you will lead and contribute to the areas of Inclusion, including the line management of the SEND team and the Hub-Thrive team (a programme of support for students who face challenges with regards to the behaviour policy so need support).

You will work closely with leaders and staff across the academy to ensure that systems and procedures are in place to ensure the safety, welfare and wellbeing of all our students.

### Main duties and responsibilities

#### General Responsibilities

- In partnership with the wider SLT, to lead on achieving to achieve or surpass or surpassing the academy key performance indicators and targets for student outcomes.
- To ensure the Academy demonstrates continuous, rapid and above average improvement.
- To secure the commitment of all staff and students of the Academy to its vision and the expectations set out in the Academy Development Plan.
- To model the values and behaviours expected of those in the Academy and to promote Ormiston Maritime Academy's core values and expectations in the language, policies and practices of the Academy.
- To inspire by example, setting high standards of leadership in support of outstanding student progress.

- To work collaboratively within the Senior Leadership Team to determine policy, strategy, to evaluate and prepare action plans with regard to the development of the Academy.
- To lead and develop high-performing teams and to take responsibility for the leadership and development of Middle Leaders.

### Main Duties / Job Outline

- To be answerable to the Principal for the smooth running of all academic and pastoral aspects of the academy.
- To have oversight of the behaviour, pastoral requirements and academic progress of all pupils in these years, managing and supporting the work of the Inclusion team.
- To ensure high standards of behaviour and dress.
- To remain aware of, and up-to-date with, broader educational, academic and pastoral issues and ensure that these inform school practice.
- To monitor and review the academic performance of students.
- To oversee events and processes for the academy such as student induction, parents' evenings, trips, fixtures, plays and concerts, assisting and working alongside those staff with responsibilities in these areas.
- To liaise and share good practice with staff.
- To support cultural, sporting and other activities.
- To ensure that pride is taken in the appearance and function of the academy
- To liaise closely with the L4L and careers to ensure excellent provision in these areas.

### Safeguarding Responsibilities

- This role will involve daily contact with pupils and you will be engaging in regulated activity relevant to children.
- All staff and volunteers have a responsibility for promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

### As a member of the Senior Leadership Team

- To work with the VP/Principal, leading Outstanding Teaching and Learning and Behaviour in the Inclusion remit.
- To ensure a relentless and continuous academy-wide focus on teaching and learning, using sophisticated QA to monitor classroom practice and the impact of teaching on the progress in every student's learning.
- To work with all staff so that there is consistency of staff expectations.
- To ensure that learning and achievement is at the centre of strategic planning and resource management.
- To establish creative responsive and effective approaches to learning and ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
- To implement strategies which secure high standards of behaviour across the academy.
- To challenge underperformance at all levels and ensure effective corrective action and sustained follow-up.

## Other Specific Duties

- To contribute to leadership and management activities.
- To attend and participate in relevant leadership meetings, when necessary and reasonably directed.
- To deliver strategic leadership on the priorities and objectives of the academy development plan.
- To comply with policies and procedures relating to the Code of Conduct, safeguarding, health and safety, security, confidentiality and data protection etc.
- To carry out the duties in an effective and efficient manner.
- To conform with, and contribute to, the systems and structures of the academy to ensure the health and safety of students and staff.
- To be committed to providing equal opportunities for all.
- To contribute to the overall ethos/work/aims of the academy.
- To undertake any duties as may be determined by the Principal in line with the role to support the effective, efficient operation of the academy curriculum and activities.
- To appreciate and support the role of other professionals.
- To engage actively in the performance review process.
- To be courteous to colleagues and parents and to provide a welcoming environment for all visitors to the academy.
- To maintain standards of ethics and behaviour in and out of the academy.
- To treat students with dignity, building relationships rooted in mutual respect.
- To show tolerance of and respect for the rights of others.
- To help to create and maintain a safe working environment for everyone.
- To undertake safer recruitment training and support the school to follow best practice.
- To monitor the single central record and ensure it complies with all relevant legislation.
- To provide safeguarding reports to the governing board.
- To maintain the principles of confidentiality and data protection at all times.
- To comply with any reasonable request from the Principal to undertake work not specified in this job description.

## Personal Qualities

- To be committed to ensuring the safety and welfare of children.
- To uphold and promote the ethos and values of the academy.
- To act with integrity, honesty, loyalty and fairness.
- To work under pressure and prioritise effectively.
- To maintain confidentiality at all times.
- Committed to equality.

## General Responsibilities

- Be aware of, promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, differences and ensure equal opportunities for all.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.

- Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.
- Comply with Ormiston Maritime Academy staff dress code.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role.
- As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.

## Teaching

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and ensure delivery of high-quality teaching and learning.

## Our Vision

The Ormiston Maritime Academy vision is very simple: all Ormiston Maritime Academy students, irrespective of their backgrounds, will be exceptional learners, so that they are equipped with the necessary knowledge, skills, qualifications and mindset to contribute positively in society.

## Our Mission

Our mission is that Ormiston Maritime Academy, we believe that students will aspire to excellence through literacy, with a specific focus on oracy at Key Stage 3. Students will learn to become masters of retrieval and experience a curriculum which develops students' cultural capital.

## DBS

- An enhanced disclosure and barring check will be a requirement of the post

## Person Specification

Attributes tested by Application, Interview, Task and References	Essential E / Desirable D
<b>Experience</b>	
Successful leadership and management experience in a school or other relevant organisation	E
Experience of managing safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> <li>• Building relationships with children and their parents, particularly the most vulnerable</li> <li>• Working and communicating effectively with relevant agencies</li> <li>• Implementing and encouraging good safeguarding practice throughout a large team of people</li> </ul>	E
Demonstrable evidence of developing and implementing strategies to help children and their families	E
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	E
<b>Training &amp; Qualifications</b>	
QTS (Qualified Teacher Status)	E
Honours Degree	E
Level Three Designated Safeguarding Lead Training qualification	D
Up to date safeguarding refresher training	E
Have the NASENCo qualification	D
Professional Qualifications	D
<b>Professional Knowledge, Skills and Competencies</b>	
Outstanding teacher; teaching children with a range of abilities, using differentiation and different learning styles and approaches.	E
Knowledge and understanding of evidence-based research in teaching & learning and the ability to lead others in R&D in pedagogy to raise the quality of teaching	E
Proven track record of raising educational standards on a whole school level	E
Skilled in systematic and rigorous self-evaluation	E
Excellent communication skills, both written and oral	E
A motivator, inspiring confidence in students and staff that they can succeed and achieve their personal best	E
Thorough knowledge of current developments and government policies	E
Experience/knowledge of how children learn with evidence to show how this can be effectively translated into classroom practice	E
Can demonstrate strategic thinking and planning that builds, communicates and carries forward a coherent vision	E
Able to lead by example in promoting the academy's and sponsor's vision and values to students, staff, Governors and parents/carers	E
Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies	E
Ability to work with a range of people with the aim of ensuring the safety and welfare of children	E

Awareness of local and national agencies that provide support for children and their families	E
Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	E
Excellent IT skills, including previous use of CPOMS, SIMs and Office 365 applications	E
Ability to communicate a vision and inspire others	E
Ability to build effective working relationships with staff and other stakeholders	E
<b>Personal Skills, Abilities and Competencies</b>	
Commitment to ensuring the safety and welfare of children	E
Commitment to upholding and promoting the ethos and values of the school	E
Integrity, honesty and fairness	E
Ability to work under pressure and prioritise effectively	E
Commitment to maintaining confidentiality at all times	E
Commitment to equality	E