

# The Lowry Academy Vacancy



Aspiration | Respect | Confidence | Creativity | Resilience

## JOB DESCRIPTION

<b>Post Title:</b>	Assistant Principal – Attendance & Pupil Premium
<b>Hours of Work:</b>	Full Time/ Permanent
<b>Salary Grade:</b>	Leadership Scale, Point 9 – 15, £60,180 to £69,326
<b>Responsible to:</b>	Vice Principal Pastoral
<b>Conditions of Service:</b>	United Learning Contract

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### **Purpose of Post**

- To work collaboratively with Whole Academy Attendance Leader in developing and delivering effective strategies for ensuring maximum levels of attendance of all students.
- To act as a champion for pupil premium students with the aim of improving educational outcomes.
- To work with families, teachers, support, staff, and agencies in the community, in raising aspiration and achievement, to attain, excellent outcomes.

### **Leadership and management**

- To be a member of the academy senior leadership team assuming responsibility for identified strategic priorities and related outputs.
- To promote and ensure strong attendance and punctuality at academy.
- To support students by working with class teachers, Heads of Faculty and pastoral team to ensure there are no gaps in students learning due to absence.
- To oversee quality assurance and standards of learning and achievement in your area of responsibility.
- To support the leadership of the implementation of the Pupil Premium Strategy within the academy.
- Actively pursue ways to maximise Pupil Premium attainment and progress
- To have a view of the wellbeing and attendance of the pupil premium cohort and to provide direct support to ensure that they attend academy.
- Ensure efficient and effective communication of relevant information to the parent and carers of Pupil Premium Students. Including information regarding parents' evenings etc and identifying any possible barriers to attendance.
- Liaise with Heads of Year when Pupil Premium students may join the academy mid-year to ensure a smooth transition and identify any barriers to learning.
- Have an oversight and effective planning strategy to ensure maximum attendance of Pupil Premium students in intervention sessions, enrichment, and leadership opportunities.



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- Oversee the induction of pupil premium students into academy and support transition onto next steps, including CEIAG provision.
- To ensure that opportunities and attainment are not impacted by financial constraints and use allocated funds to best impact.
- To raise the aspirations and destinations of pupil premium students and remove unintentional barriers to success.
- To inform the Principal & Vice Principal on a regular basis, of successes and areas for development your area of responsibility and to work to identifying effective actions to address any underperformance emerging.
- To develop and implement, with the support of the Vice Principal, an effective action plan which drives forward improvements in the area of responsibility.
- To monitor and evaluate progress against the action plan as part of Performance Management Targets.
- To assume line management responsibility for curriculum area(s) and its (their) performance, supporting and holding to account those leading the area.
- To model the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the academy and leading by example.
- To line manage staff within the specified improvement teams.
- To direct and quality assure the work of those line managed.
- To contribute to the delivery of the academy's tutorial and assembly programme as appropriate to the role.

## **Contribution to academy priorities and policies**

- To contribute to the academy's self-evaluation (SEF).
- To contribute to the development of an aspirational culture and climate for learning.
- To advise the Senior Leadership Team on effective professional development for staff with regard to academy priorities.
- To inform the Principal & Vice Principal on a regular basis, of successes and areas for development your area of responsibility and to work to identifying effective actions to address any underperformance emerging.
- To develop and implement, with the support of the Vice Principal, an effective action plan which drives forward improvements in the area of responsibility.
- To monitor and evaluate progress against the action plan as part of Performance Management Targets.
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- To contribute to the delivery of the academy's tutorial and assembly programme as appropriate to the role.

## **General duties and responsibilities**

- To support the behaviour system when available.
- To lead duty teams and participate in general duty rotas.
- To attend daily SLT briefing meetings.
- To schedule and attend regular, recorded meetings with Senior Leadership Line Manager.
- To carry out other duties as may be reasonably requested.
- To keep the Senior Leadership Team fully informed of all matters that the postholder is involved in and initiatives they undertake.
- To cover for absent colleagues, as appropriately required.
- To lead and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with academy priorities and performance management objectives.
- To ensure confidentiality is maintained at all times.
- To meet with parents as required by such circumstances as may arise.
- To actively support academy initiatives, values, and vision.
- To work in accordance with all academy procedures and policies, to adhere to the academy's professional code of conduct for staff and expected standards for all staff.

*It should be noted that the area of responsibility as Assistant Principal – Attendance & Pupil Premium is subject to change, according to the academy's needs and the direction of the Principal.*

*The information contained above is to help staff understand and appreciate the work content of their post and role they are to play on the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of a post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used: in which case all the usual associated duties are included in this job description.*

*Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Principal will carry out. The postholder may be required to do other duties appropriate to the level of the role. This job description will be reviewed as and when necessary, in accordance with the needs of the academy.*



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