



Atlantic Academy, Portland

Assistant Principal - Head of House

Job Description

The Assistant Principal (Head of House) will provide strategic and operational leadership of a House within the academy, ensuring the highest standards of attendance, behaviour, wellbeing and personal development for all students.

As a key member of the Senior Leadership Team, the post holder will play a central role in shaping a culture of high expectations, strong relationships and disruption-free learning, while also contributing to whole-school improvement.

The role is directly accountable to the Principal/Vice Principal and operates within the strategic framework of Atlantic Academy and the Aspirations Academies Trust.

Main aspects of the role

Pastoral Leadership (Head of House)

- Lead a House system that secures high standards of attendance, behaviour and student conduct
- Line manage and develop a team of pastoral staff, including Heads of Year, tutors and support staff
- Drive improvement in attendance, including persistent absence and key vulnerable groups
- Lead on behaviour systems, ensuring consistency, high expectations and effective intervention
- Oversee systems to support student wellbeing, safeguarding and inclusion, working closely with DSLs and external agencies
- Monitor and analyse pastoral data, using this to identify trends and implement targeted intervention strategies
- Lead strategies to improve outcomes for key groups, including disadvantaged students, SEND and those at risk of underachievement
- Ensure strong communication and partnership with parents and carers
- Maintain a highly visible presence across the academy, modelling and reinforcing expectations
- Contribute to the strategic development of the academy's culture, ethos and personal development provision

Teaching and Learning

- Maintain a teaching commitment in line with senior leadership expectations
- Model high-quality teaching and support the development of effective practice across the academy
- Contribute to CPD, coaching and the development of all academy staff

Staff Leadership and Development

- Line manage staff as directed, supporting their development and holding them to account
- Contribute to performance management processes
- Support recruitment, induction and retention of high-quality staff
- Promote a culture of professional growth, collaboration and high expectations



Safeguarding and Student Welfare

- Take a lead role in ensuring the academy provides a safe, secure and inclusive environment
- Uphold safeguarding responsibilities in line with statutory guidance and academy policy
- Work closely with safeguarding leads and external agencies to support vulnerable students

Accountability

The post holder is accountable for:

- Standards of attendance, behaviour and pastoral outcomes within their House
- The effectiveness and development of their pastoral team
- Contribution to whole-school improvement priorities
- Supporting improvements in outcomes

General Duties

- To carry out duties in line with the School Teachers' Pay and Conditions Document
- To support the ethos, values and vision of the academy and the Aspirations Trust
- To engage fully in performance management and professional development
- To play a full role in the wider life of the academy
- To undertake any reasonable duties as directed by the Principal

Conditions of Service

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by Aspirations.

Special Conditions of Service

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate, the nature of such conviction/s.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.

The Assistant Principal at Atlantic Academy, Portland will carry out the professional duties as described in the School Teachers Pay and Conditions document.