

Job Description

POST:	Assistant Principal
RESPONSIBLE TO:	Principal, under the day to day management and leadership of the Deputy Principal
RESPONSIBLE FOR:	Specific areas of academy development, allocated faculties, departments, houses or teachers.
GRADE:	L12 – L16 (£51,128 - £56,512)
KEY RELATIONSHIPS:	Academy Leadership Team; relevant teaching and support staff; LA representatives; external agencies; parents; local community; other Oasis Academies and Oasis Community Learning central staff
LOCATION:	Oasis Academy Brightstowe
WORKING PATTERN:	Full-time and as described in the School Teachers' Pay and Conditions Document.
DISCLOSURE LEVEL:	Enhanced

JOB PURPOSE:

The post holder will be an ambassador for the Academy amongst all stakeholders at senior level and Provide strategic leadership, in consultation with the Principal, staff, parents and Academy Council, which brings about high standards of education. The post holder will form an integral part of the teaching and learning team and as such will have a desire to develop innovative teaching practices and experience of coaching teachers to become outstanding. The role will comprise a variety of responsibilities including leading and improving key departments and developing curriculum and teaching pedagogy.

All senior leaders within the academy enable professional leadership at all levels and support middle leaders to continually improve their faculty/department area. They are dedicated to improving the quality of teaching and learning within the academy ensuring every lesson every day good or better as an entitlement for our students.

Areas of Accountability:

A. Strategic Direction and Development

- Be a dynamic and supportive member of the Leadership team of the Academy, playing an important role in the development of the new Academy as it becomes an innovative, high performing, and emotionally intelligent organisation for the 21st century, supporting the management of an agenda of significant change to raise standards in all areas of Academy life.

- Lead on partnership working and community engagement and make a significant contribution to the strategic development of all aspects of the Academy, whether or not holding a direct responsibility for the strategic area. (Strategic responsibilities will be reviewed regularly according to the strengths of Leadership team members and in support of professional development needs).
- Support the development and maintenance of Academy policies and practices that promote high achievement and inclusion through effective teaching and learning.
- Play a key role in creating an environment within which the students and staff develop and maintain positive attitudes towards each other, the environment, the community and teaching and learning.
- Use national, local and Academy data effectively to monitor, evaluate and analyse student progress; planning and implementing effective intervention to support all students to achieve highly, to develop self esteem and to inform Academy policies and practices, expectations and teaching methodologies.
- Contribute to the Academy Development Plan and the annual cycle of related documentation.
- Liaise effectively with all stakeholders including parents, members of the Academy Council, feeder schools, secondary schools and colleges, business and community partners, and the wider community as appropriate, all in line with Academy strategic objectives.
- Be involved in networking with other Academies, innovative and high achieving schools through Oasis Community Learning and other relevant networks; in order to learn more about the ways that other institutions are effecting change and transformation.

B. Teaching and Learning

- Secure and sustain effective teaching through structured monitoring, evaluation and review processes including liaison with Inspectors, Advisors and Consultants.
- Develop the quality of teaching through coaching and mentoring including ITT and NQT.
- Implement whole school CPD according to priorities identified.
- Oversee the development of partnership links with the local community, schools and colleges and the business community to ensure that the curriculum responds to the diverse needs of learners and prepares them to make a positive contribution and to secure economic wellbeing for the future.
- Promote extra-curricular activities and out of hours learning which enhance learning opportunities.
- Have a teaching commitment in line with staff at Assistant Principal level within the Academy.
- Seek opportunities to collaborate with other Academies, innovative and high achieving schools through Oasis Community Learning and other relevant networks to share and develop excellent pedagogies.

C. Leading and Managing Staff

- Line manage designated subject areas/Houses/support staff working collaboratively to raise student achievement and attainment across the Key Stages and to provide effective support, guidance, challenge and information for all staff within designated areas of responsibility.
- Take an active role as a Team Leader within the Academy's PM policy in addition to promoting and providing Continuous Professional Development opportunities to ensure the professional effectiveness of teaching and support staff colleagues.
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- Maintain clear expectations, high standards of professionalism and collaboration to meet the Academy Improvement Planning priorities.
- Provide structured support and assessment for NQT and ITT trainees when appropriate to enable them to meet the relevant professional standards.
- Take the lead co-ordination for key aspects of school organisation and management.

D. Efficient and Effective Deployment of Staff and Resources

- Sustain an effective, stimulating and inclusive learning environment for teaching and learning.
- Deploy accommodation to effectively meet the teaching and learning/student needs across the Academy.
- Ensure a safe working and learning environment through application of appropriate risk assessment and adherence to current Health & Safety regulations.
- Use appropriate resources, in consultation with the Principal and Academy Leadership team for effective, efficient and safe teaching and learning across the Academy: accommodation, agreed budgets, staff, time, courses, development opportunities and ICT equipment.

E. Other Duties

- The post holder will be subject to performance objectives agreed annually.
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.
- 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 Principal retains the right to review the strategic responsibilities of the Assistant Principals as required.

Health and Safety Statement

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Oasis Community Learning Health and Safety policy, departmental policies and codes of practice.

Safeguarding Statement

Oasis Community Learning is committed to the safe guarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Executive Board to ensure the safety of all young persons within its care.

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our Academies. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status High quality degree. 	<ul style="list-style-type: none"> Masters Degree
Professional Development	<ul style="list-style-type: none"> Evidence of a commitment to own professional development with the ultimate goal of headship 	<ul style="list-style-type: none"> Recent relevant in-service training in Management and Leadership
Experience	<ul style="list-style-type: none"> Experience in more than one comprehensive school, both in successful and underperforming or challenging circumstances <p>Successful record of leadership experience including:</p> <ul style="list-style-type: none"> Active participation in shared vision for improvement and success in current post Recent experience of working in a challenging/underperforming school as a senior leader and able to demonstrate involvement in raising standards Current shared responsibility for the strategic development of teaching and learning Successful innovator and manager of change across the whole school that has impacted upon attainment Previous use of new technologies 	<ul style="list-style-type: none"> Experience in several comprehensive schools, both in successful and underperforming or challenging circumstances, where at least 2 have been Academies or specialist schools Professional development/mentoring of colleagues Experience of teaching in a specialist school and/or employment outside the educational environment. Development of partnerships with other schools, business and the community Working with ITT/ providers Be an excellent classroom practitioner (evidence by AST or excellent teachers status and/or Ofsted recognition) with evidence of high achievement in teaching across the Key Stages.

	<p>and their capacity to improve teaching and learning</p> <ul style="list-style-type: none"> • Experience of working with at least one other multi agency in current role • Working alongside other leaders both in successful and underperforming circumstances to support the development of their team evaluation and review systems • Responsibility for groups of students or departments raising attainment or sustaining performance • Effective work with groups of students or individual year groups to manage dis-engagement • Be an excellent classroom practitioner with evidence of high achievement in teaching across the Key Stages • Effective use of Assessment for Learning to engage students as partners in their learning 	
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of current curriculum innovation including 14 - 19 Curriculum and KS3 Strategy • Use of national and school assessment and attainment information to improve practice and raise standards • Use of strategies to promote good student relationships and high attainment in an inclusive environment 	<ul style="list-style-type: none"> • Strategies to enhance teaching and learning of ICT • An understanding of education within a Multicultural/Multi-faith community • An understanding of Emotional Literacy developments to support learning and teaching • An understanding of KS2 and/or post 16 curriculum

Skills	<ul style="list-style-type: none"> • An enthusiastic and effective leader and manager • Excellent communication, presentation and ICT skills • Excellent interpersonal skills • Competent co-ordinator, able to inspire and motivate all members of the Academy community • Ability to plan and resource effective interventions to meet curricular objectives • Ability to use and promote a wide range of teaching methodologies • Effective behaviour management strategies combined with high expectations of students' behaviour • Ability to anticipate and problem solve • Creative and flexible thinker • Ability to respond positively to constructive criticism • Ability to deliver constructive criticism • Ability to use data to drive improvement strategies. 	<ul style="list-style-type: none"> • Competent use of SIMS packages including Assessment Manager and NOVA T • Full driving licence (including Category D)
Commitments	<ul style="list-style-type: none"> • A belief that young people can be successful with appropriate support to challenge barriers to learning • Inclusive and comprehensive education • Raising standards and life-long learning • Able to demonstrate a commitment to the behaviours and values that flow from the Oasis ethos • Innovative curriculum development • Promotion of vocational and work-related learning • Partnership with other schools and the wider community, including business and industry links • Promotion of extra-curricular activities/educational visits/out-of-school learning 	<ul style="list-style-type: none"> • Commitment to ITT
Personal	<ul style="list-style-type: none"> • Passion for teaching and learning • Capacity for hard work • Enthusiastic and flexible • Ability to work under pressure and determination to succeed • Ambitious for further promotion 	