

Assistant Principal

Responsible to: Principal and Governing Body
Line manager: Vice Principal



Soar Valley College

A SPECIALIST MATHS AND COMPUTING COLLEGE

ASPIRE ENJOY ACHIEVE

Core Purpose:

With the Principal and the rest of the Senior Leadership Team:

To take a key strategic role in the leadership and development of the school, and in creating a culture that promotes excellence, equality and high expectations of all students, securing the highest standards and quality of education for all of the students at Soar Valley College.

To hold major responsibilities for key operational aspects of the school and personnel in ensuring that the school is well led, managed and organised to meet its aims and targets.

To work in partnership with all key stakeholders to the benefit of the school and its community.

More specifically, the Assistant Principal has the following responsibilities:

Strategic Direction and Development of the School

- To play a key role in the implementation, monitoring and review of the College Improvement Plan and to take responsibility for key aspects of the Plan as agreed with the Principal.
- To lead on strategies which ensure the highest levels of progress and wellbeing for specific groups of students.
- To take a lead role on identification of underachievement of individuals and groups, and develop strategies to address this, as appropriate to the role.
- To contribute significantly, with the rest of the team, to the continued drive to raise standards in all aspects of our work and to the evaluation of the effectiveness across the school.
- To take responsibility for the development and review of whole school policies relating to the specific areas of responsibility as agreed with the Principal.
- To engage with other key stakeholders as appropriate in helping to determine the strategic direction of the school.

Teaching and Learning

- To secure and sustain excellence in teaching and learning throughout the school using structured monitoring, evaluation and review processes.
- To ensure data is used effectively at all levels to monitor progress and achievement.
- To take part in the implementation of an effective CPD programme.

- To contribute effectively to the implementation and evaluation of effective support and intervention strategies with underperformance challenged at all levels.
- To motivate and develop staff in their respective roles to achieve the best outcomes for all students.
- Demonstrate and articulate high expectations at every level and ensure a culture and ethos of challenge and support where all students can achieve success.
- To ensure that raising student achievement and learning is at the heart of all strategic planning and resource management.
- Support and contribute to the extra-curricular dimension of the school, helping to widen student experiences and achievements.
- To carry out the professional duties associated with a teaching commitment as determined by the college's needs.

Leading and Managing Staff

- Provide effective support, strategies and procedures for staff induction, professional development and appraisal as appropriate to the role.
- Develop and maintain a culture of high expectations for self, staff and students.
- Ensure that the learning environment serves to promote high standards in teaching and learning.
- Support the effective management and organisation of the school, taking specific responsibilities as agreed with the Principal, ensuring that systems, processes and structures work effectively and in line with legal requirements.
- Ensure that the welfare and safeguarding of children is implemented and promoted at all times.
- To ensure that all staff support and implement whole school policies.
- To participate in the recruitment and deployment of teaching and support staff.

Accountability

- To take responsibility for monitoring the work of certain teams and to support them in achieving the very best outcomes and experiences for students.
- To ensure that an ethos of shared responsibility and collaborative working is further developed to the benefit of all stakeholders.
- To make a key contribution to the SEF through effective monitoring and evaluation across all aspects of the school but with particular regard to own specific areas of responsibility.
- Ensure that all staff understand they are accountable and for what specific areas, along with being subject to rigorous review and evaluation.
- To support and contribute to any evaluation of the schools performance as agreed with the Principal.

Community

- Support and maintain an effective partnership with parents and carers to support and improve student achievement.
- Celebrate the richness and diversity of the school and local community and utilise this to support personal development, learning and citizenship.

- Promote positive relationships and a collaborative learning culture with other educational establishments, agencies and organisations to the benefit of the school and its community.
- Contribute to, promote and implement positive equality strategies and ensure that the school is fully inclusive in all aspects.
- Promote and model positive behaviour strategies, policies and practice to ensure that the learning environment and culture is such that all staff and students feel an important and valued member of its community able to enjoy their work and experience at the college.



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PERSON SPECIFICATION ASSISTANT PRINCIPAL

Appointment Criteria		Essential/ Desirable	Measurement
1.	Qualifications		
1.1	Qualified Teacher status.	E	2,3
1.2	Evidence of commitment to further professional development.	E	2,3,4 2,3
1.3	Further qualification in a related area.	D	
2.	Experience		
2.1	Leading and making a major contribution to successful and effective change management at a whole school level	E	2,4
2.2	Successful recent experience in the leadership and management of a curriculum or pastoral team.	E	2,3,4
2.3	Successful teaching experience at secondary level	E	2,3,4
2.4	Successful implementation of strategies for raising student achievement.	E	2,3,4
2.5	Successful development of the teaching practice of others.	E	2,4
2.6	Leading effective professional development activities.	E	2,3,4
2.7	Working in a multi-cultural school/college.		
2.8	Preparing and/or contributing to whole school reports, analysis, policies and procedures.	D D	2, 4 2,4
2.9	Implementing and managing successful behaviour management and care, guidance and support strategies and systems.	E	2,4
2.10	Liaising with other agencies to support students and staff	D	2,3,4
3.	Knowledge and understanding		
3.1	The use of comparative data to establish benchmarks and set targets for improvement.	E	2,4
3.2	Strategies to promote high levels of achievement in students of all abilities and aptitudes.	E	2,3,4
3.3	The college's role in the community including an understanding of religious and cultural diversity.	E	2,4
3.4	How to promote and implement the principles of inclusion and equal opportunities for staff and students so that all are equally valued.	E	2,4
3.5	Statutory requirements regarding equality and safeguarding, and Child Protection procedures.	E	2,4
3.6	Responsibility and accountability for safeguarding and promoting the welfare of children and young people.	E	2,4
3.7	Latest OFSTED framework.	E	2,4
3.8	Effective self-review procedures and documentation.	D	2,4
3.9	Effective teaching strategies and their impact on achievement.	E	2,4

