

**JOB DESCRIPTION 2018**

**TITLE OF POST: Assistant Principal**

**LINE MANAGER: Designated Vice Principal/Head of School**

**RESPONSIBLE TO: Principal**

**SALARY GRADE: Leadership Scale 14-18**

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| **JOB PURPOSE:** |
| * To play a major leadership role under the overall direction of the school and undertake professional duties as delegated by the principal.
* To formulate the aims and objectives of the school and to help establish the policies through which they shall be achieved.
* To manage staff, resources and monitor progress.
* To publicly support all decisions of the Sigma Trust, principal and local governing board.
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| **KEY RESPONSIBILITIES** |
| **Leadership & Management** * To contribute to all matters relating to the school and school improvement in consultation with principal and senior leadership team.
* To play a key role in school self-assessment.
* To understand, analyse and compile data to maximise student attainment and measure the success of school.
* To work closely with the principal and local governing board to ensure the school runs effectively and efficiently.
* To play a key role in strategic planning; to include all aspects of school life, to ensure that the school makes the best use of resources available.
* To contribute to the development, implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s values and vision and the overall vision of the Sigma Trust.
* To oversee the most effective use of all available resources in support of both the Sigma Trust values and vision as set out by the CEO and the school’s vision and values as defined by the principal and local governing board.
* To line manage designated faculty areas.

**Behaviour and Welfare*** To ensure that the school’s Behaviour for Learning policy is applied equitably and fairly to all students and used consistently by colleagues.
* To liaise with other professionals and stakeholders to ensure that the needs of students are met and the expectations and standards of the school are maintained.
* To manage the school’s lunchtime and after school arrangements along with other senior leaders.
* Safeguarding: fulfil personal responsibilities, and support the principal in securing compliance by those working in school, for safeguarding as set out in the Children’s Act, Statutory Guidance and by the Local Children’s Safeguarding Board. These include:
* Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.
* Operating clear whistleblowing procedures.
* Sharing information, with other professional.
* Operating safe recruitment practices.

**Quality of Teaching, Learning & Assessment*** To provide an example of ‘excellence’ as a leading classroom practitioner and inspiring and motivating other staff.
* To plan and teach lessons to assigned classes within the context of the school’s plans, curriculum and schemes of work.
* To assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
* To assess and monitor the quality of the teaching and learning provided by colleagues through line management and lesson observations.
* To work with others on curriculum and/or student development to secure co-ordinated outcomes.

**Outcomes*** To contribute to ensuring that the curriculum meets the needs of all students.
* To work with the appropriate members of the senior leadership team to ensure that the specific needs of all students are met and that the school offers a curriculum accessible to all.
* To undertake the monitoring of key areas of the school as delegated by the principal.
* To have a current knowledge and understanding of the requirements of the latest Ofsted framework.
* To ensure that the school’s policies and procedures are complied with and contribute to raising standards and meet any statutory regulations.
* To work with other colleagues to support the implementation of any required intervention strategies.
* To work with the senior leadership team to encourage and promote the development of middle leaders through the deliver and/or support of Twilight sessions and staff mentoring where appropriate.
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The local governing board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the schools code of conduct and leave of absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the principal, Sigma Trust board or the local governing board to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the principal to reflect or anticipate changes in the job commensurate with the grade and job title.