



JOB DESCRIPTION



Assistant Principal

L11 - 15

Reporting to Principal

The requirements of the post of Assistant Principal at Stoke High School – Ormiston Academy have been set out below. These tasks are not exhaustive and specific responsibilities will be negotiated and renewed with the post-holder and in accordance with the post-holder's strengths and the strategic development needs of the Academy.

Purpose of role:

Leadership and Management:

- To lead agreed and identified areas of the Academy Improvement Plan.
- To contribute to the School's SEF processes including the Principal's Report to Governors and the Trust.
- To lead and manage middle leaders as identified, including their performance management.
- To provide vision and leadership across the school.
- To promote and embed a positive culture of safeguarding across the school.
- To ensure there is a positive learning culture through planned and sequenced lessons across the school.
- To develop an environment in which staff and pupils are able to achieve their full potential.
- To support and promote whole school policies and procedures.
- To attend and lead in appropriate meetings.
- To ensure that risk assessments and Health and Safety regulations are observed
- Other responsibilities as determined in light of the post-holder's strengths. These will be reviewed annually.

Performance:

- To provide data at all school levels for analysis and intervention
- To lead and manage the school target setting, assessment, reporting and tracking cycle.
- To monitor and hold middle leaders accountable for the outcomes of individual and groups of students' learning within the Academy.
- To work with performance leads across the trust on academic and pastoral data collation, presentation and analysis.

- To raise standards of student attainment and achievement within the School and ensuring the highest standards.

Teaching:

- To plan and deliver consistently good/outstanding lessons in line with the Teaching and Learning policy. This includes a consistent approach to the planning lessons and marking and feedback.
- To carry out learning walks and lesson reviews, identify appropriate areas for development and facilitate professional development.
- To promote an inspirational teaching environment of 'awe and wonder' and high challenge where students experience effective learning and teaching strategies
- To promote and contribute to the extended curriculum and community links.
- To ensure there is appropriate support in place for all students including our most vulnerable.
- To take responsibility for promoting good order within the school through reinforcing the school's staff code of conduct and student behaviour policy.

Other Duties:

- To lead professional development sessions as required.
- To lead assemblies as required.
- To organise the school calendar.
- To attend and contribute to governor meetings.
- Any other duty reasonably requested by the Principal.

This appointment is subject to the current conditions of employment contained in the Academy Teachers' Pay & Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the academy's articles of governance.

This job description may be amended at any time following discussion between the Principal and the member of staff, and will be reviewed annually.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All job descriptions are current at the date shown but following consultation with you may be changed by the Leadership Group to reflect or anticipate changes in the job and to meet the needs of the Academy.

Employee Name:	
Employee Signature:	Date:
Principal Signature:	Date: