# Job Description

**POST TITLE:** **Assistant Principal: Personal Development**

**GRADE:** **Teaching: L12-16**

**Support: Grade 15, points 49-54**

**RESPONSIBLE TO:** **Principal**

## Introduction

The Assistant Principal will be responsible for the strategic development of an area of school improvement and has a duty to promote high quality in all aspects of work by maintaining high standards of achievement and ensuring that all students fulfil their potential through effective high standards of behaviour.

In particular, the Principal of Bluecoat Aspley Academy is looking for an Assistant Principal to lead personal development, each taking a specific lead on identified aspects and working as a team to drive forward the personal development provision across the academy.

In addition to the information in 'The Vacancy' Section above, the Assistant Principal will be committed to creating an environment where outstanding learning and teaching takes place within a nurturing and supportive ethos. The Assistant Principal will assist with the driving of rigorous academic and pastoral expectations at the Academy. These will be delivered alongside commitment to inclusive education, providing each student with life opportunities to develop skills and character qualities so that they emerge into the world as well-rounded, autonomous and, above all, respectful.

At the Academy we expect the Senior Leadership Team to be fully committed to:

1. Comprehensive, community education within an urban, multi-cultural environment;
2. The inclusive values and framework of the Academy
3. Working as a mutually supportive team, sharing responsibility, successes and challenges;
4. Exercising positive leadership and creating a shared vision of the purpose and future development of the Academy that reflects our ethos and aims;
5. Maintaining high personal and professional standards in all aspects of Academy life;
6. A consultative and participative approach to leadership and management;
7. Being forward looking and anticipating change;
8. Responsibility for their own professional and leadership development.

## Main Responsibilities

As Assistant Principal you are responsible to the Principal and responsibilities include:

**Strategic Leadership**

1. Engage in team working to develop a key area of responsibility across the Academy determined by the Principal;
2. Work as part of the Senior Leadership Team;
3. Contribute to whole school and cross-curricular initiatives;
4. Provide a strong contribution to the development of Career Professional Development that continually supports strong performance in all aspects of the Academy;
5. Engage in the coaching, mentoring and support of all staff and stakeholders that supports raising standards across all aspects of the work of the Academy;
6. Lead on Careers, RSHE, Student Leadership, Charity work, Form Time (including the form time website) - managing, developing and evaluating this area of work;
7. Work closely with SLT Lead for Behaviour in regard to rewards
8. Lead Assemblies / Acts of Worship;

9. Attend senior staff and other Academy committees and meetings as directed :
10. Undertake professional duties and tasks as reasonably delegated by the Principal.

The Assistant Principal will also have a shared responsibility as defined within the Senior Leadership Team for:

1. Staff support in matters of student behaviour and discipline.
2. Coordination of, participating in and supporting staff duty rotas.
3. Contribute to the implementation of the Trust's Appraisal policy.
4. Contribute positively to the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
5. Building relationships with Primary schools to enhance transition arrangements.
6. Delivering CPL when linked to their specific area of responsibility.

The Assistant Principal will work with the Principal in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.

1. Develop and maintain contact with all specialist support services as appropriate.
2. Promote the positive involvement of parents/carers in school life.
3. Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
4. Strengthen partnership and community working.
5. Forge constructive relationships and strengthen partnerships, both in school and beyond, working with colleagues in other schools, parents, carers, the community and external agencies.

## General Notes

1) The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book") and are additional to the general duties and responsibilities of a Teacher.
2) These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3) These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## Staff Conduct

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## Dress Code

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.

| Personal Specification – Assistant Principal | | |
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| | **Essential** | **Desirable** |
| **Experience** | • Evidence of recent professional development.<br>• Successful leadership and management experience in a school.<br>• Experience of managing significant change effectively<br>• Involvement in school self-evaluation and development planning.<br>• Demonstrable experience of successful line management and staff development.<br>• Proven and consistent track record at a middle or senior level of school improvement. | • Experience of working in more than one school.<br>• Completion of middle/ senior leader CPD.<br>• Working with professionals from different agencies.<br>• DSL not essential but will have the desire to train. |
| **Knowledge and understanding** | • An understanding of current educational developments and a clear grasp of issues relating to education.<br>• Knowledge of behaviour leadership at whole school level<br>• Comprehensive knowledge of up-to-date guidance and support regarding behaviour strategies.<br>• Skills and knowledge to deal with student safety and behaviour.<br>• A clear working knowledge of how to manage innovation and change.<br>• Proven ability to analyse data, evaluate performance and plan for improvement.<br>• Demonstrable knowledge of a range of effective behaviour management strategies.<br>• An understanding of the need to utilise school resources effectively, with an awareness of best value principles.<br>• Experience of Performance Management for support and/or teaching staff.<br>• Effective communication and interpersonal skills and to build effective working relationships<br>• Be creative and have highly developed problem solving, negotiation and decision-making skills and the ability to produce practical and innovative solutions<br>• Excellent time management and organisation skills, including working under pressure and to deadlines. | • Leadership and management of collaborative activities between academies/school and other organisations.<br>• A sound understanding of school evaluation including the processes within Ofsted. |
| **Skills and Abilities** | • An ability to work in collaborative partnership with the full range of people, other school/academies and organisations associated with the Academy - staff, parents, governors, community, business, Diocese, Trust and LA.<br>• Ability to set high and clear expectations and hold others to account for their performance, delivering clear messages to ensure (at least) good pupil progress including an ability to lead, manage and support teams.<br>• Well-developed social and communication skills.<br>• Tact, sensitivity, integrity, good judgement.<br>• Confidence, independence and flexibility.<br>• A commitment to the well-being of staff.<br>• A commitment to and ability to lead Academy improvement and manage change. | |

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| | • An ability to lead and manage school standards.<br>• Confident with data and IT.<br>• Good organisational skills with the ability to prioritise work and meet deadlines.<br>• Ability to lead school based INSET and parent information meetings.<br>• Demonstrable coaching/mentoring skills to support the development of other staff.<br>• A commitment to equal opportunities.<br>• The ability to give and receive effective feedback and act to improve personal performance.<br>• Stamina, motivation and dedication.<br>• High Expectations and Aspirations.<br>• Ability to work under pressure and prioritise effectively.<br>• Commitment to maintaining confidentiality at all times.<br>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.<br>• Build positive and respectful relationships across the school community<br>• Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct<br>• Serve in the best interests of the school's pupils | |
| **Values** | • A commitment to inclusive comprehensive education and a belief that education and hard work can transform lives.<br>• Exemplify and promote the ethos and values of the school.<br>• An empathy for children from a wide variety of social and cultural backgrounds, but someone who doesn't tolerate low expectations.<br>• Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.<br>• Be committed to and in strong support of the important Christian values of the Trust's religious foundation, no matter your own faith background.<br>• A commitment to and ability to lead Academy improvement and manage change.<br>• Commitment. A willingness to work hard, with enthusiasm and vision.<br>• Demonstrates creativity, flexibility, enthusiasm and a keenness to embrace new ideas and challenges.<br>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school | |