

ASSISTANT PRINCIPAL Harris Academy Clapham

Leadership Scale (Inner London) + Performance and Loyalty
Bonus + Harris Wellbeing Cash Plan + Pension Scheme (TPS)
+ Additional Health Benefits

CLICK HERE TO APPLY ONLINE NOW

For a confidential discussion about this post with the Principal
more information or to arrange a visit, please contact the school on
0204 513 9350 or info@harrisclapham.org.uk



Job Purpose

- As a senior leader, to assist the Principal in the strategic and operational management, development and leadership of the Academy
- To ensure the achievement of our ethos 'Everything is Possible'
- To ensure the delivery of the Academy's aims and objectives within the context of the Academy's strategic and development plans.
- To lead a range of responsibilities within the Academy and to develop, maintain and operate appropriate systems for quality assurance in all aspects of our operations.

The exact remit of the Assistant Principal will depend on the experience of the candidate.

Main Areas of Responsibility

- To create a true learning institution in the academy at all levels and as the academy moves into the final stage of its growth;
- To play a major role in formulating the aims and objectives of the academy in establishing the policies through which they will be achieved and in monitoring progress towards their achievement;
- To lead on and develop the shared vision for the academy;
- To lead the development and maintenance of a high-quality positive learning environment to raise standards;
- To take full responsibility for all aspects of teaching and learning in your key area of responsibility;
- To ensure high quality teaching across the academy and particularly in your key areas by monitoring students' work and teachers' planning;
- To work with colleagues to ensure data is used effectively and consistently across the academy;
- To support staff in making sure high-quality intervention programmes are in place in relevant areas of work when underachievement is identified.
- To support colleagues and subject leaders in developing schemes of learning, short- and medium term planning.
- With the ALG team, to develop strategies to enhance teachers' ability to learn and to develop advanced teaching skills in the academy workforce.
- To raise students' aspirations and achievement throughout all areas of leadership responsibility.
- To ensure the highest standards of achievement for all students, through high expectations and a well- balanced curriculum.
- To ensure the entitlement of all students to have equal access to and participation in all aspects of the curriculum.
- To ensure the efficient and effective provision of cross curricular skills, knowledge and understanding by engaging staff in all areas of learning.
- To monitor students' progress towards challenging expectations and lead effective efforts to raise achievement where needed.
- To monitor, evaluate and review classroom practice and promote improvement strategies.
- To monitor, review and evaluate teaching and learning through regular lesson visits, work scrutinies and discussions with students/staff

- To challenge under-performance at all levels and throughout all departments, ensuring effective corrective action and follow-up.
- To establish, and maintain, the highest possible standards of behaviour, learning and progress throughout the academy.
- To contribute actively to the duty rotas around the Academy.
- To demonstrate and articulate high expectations and set aspirational targets for the whole Academy community.
- To act as a role model in embodying the Code of Conduct and implementation of all Academy policies and procedures.
- To coordinate the activities of staff including teaching and learning strategies, curriculum development, behaviour for learning and effective use of resources.
- To lead and manage staff in an appropriate manner, offering support, encouragement, guidance and advice to ensure effective policy in practice.
- To assist in the implementation of effective procedures to support teachers who are underperforming, responding to the outcomes of this support as appropriate.
- To maintain high morale amongst staff and set an example of professional standards and leadership.
- To contribute to the recruitment, training, deployment and professional development of staff as appropriate.
- To promote and sustain effective management of the Academy environment, its site and buildings.
- To provide information about the work and performance of staff, where this is relevant to their future employment at the academy or elsewhere.
- To chair meetings, as appropriate to specific roles, ensuring effective consultation, delegation of responsibility and successful implementation of outcomes.
- To liaise with partners and other key providers to ensure learners have access to the best learning opportunities available.
- To work effectively with our partners, including families and the local community, to the benefit of all students' education.
- To undertake the professional duties of the Principal in the event of their absence from academy as required.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events.
- To promote actively the academy's corporate policies.
- To adhere to the academy's dress code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.

- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the academy's Safeguarding/Child Protection policy.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018) and Data Protection Act (2018)
- 4) Safeguarding children

Employees will be 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 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 (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



Person Specification

Attributes	Description	Desirable
Qualifications	QTS (or equivalent) Degree or equivalent	Further degree
Experience	Extensive teaching experience Outstanding teaching practice Successful management experience as a middle leader or member of a senior leadership team Experience of writing departmental SEFs or equivalent Experience of lesson observations and giving feedback Experience of improvement planning Experience of implementing a range of strategies to raise student achievement, with evidence of success Contribution to impact on the quality of learning and teaching and curriculum Experience of developing and sustaining positive relationships with students, parents, staff and the Governing Body to build consensus support and capacity Proven track record of managing and implementing change in relation to teaching practices and standards A track record of success in leadership and management	Evidence of ongoing professional development Experience of working with governors Experience of working in more than one school
Knowledge & Understanding	Ability to use data to analyse performance and manage interventions Comprehensive understanding of the Ofsted framework and the Key Stage 3 and 4 curriculum. Understands how to plan lessons with challenging learning objectives and outcomes, using research informed techniques Understanding of Assessment for Learning Effective use of ICT to promote learning Understands the factors effecting learning Strategies to maintain exceptional behaviour both inside and outside the classroom Strategies for monitoring and evaluation of standards of attainment Effective development of staff and resources	
Skills & Disposition	Personal organisation and time management skills Effective oral and written communication skills Ability to analyse and interpret data effectively and act upon the information Ability to think strategically Ability to work within a team and manage a team Ability to motivate and lead students and staff Ability to analyse issues and identify solutions Vision and ability to manage change successfully	
Personal Qualities	Ambitious and hard-working Commitment to the wider school community and a willingness to offer extra-curricular activities Commitment to pursue agreed short/medium and long-term strategies to completion Commitment to working with students of all abilities A passion and commitment to an ethos of high expectations, personal fulfilment and academic success Presence and approachability Sense of humour and resilience	

Academy Ethos

Enthusiasm for and commitment to the achievement of the Academy/ Federation's overall vision for success at all levels.

Motivation to work with children and young people.

Ability to build and sustain professional standards, relationships and personal boundaries with children and young people.

Emotional maturity and resilience in dealing with challenging behaviours.

Ability to contribute towards creating a safe and protective environment.

Empathy with the aims and objectives of Harris Federation Willingness to continue professional development.

Commitment to maintaining high standards and expectations.

Commitment to contributing to academy life as a whole.

Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.

HOW TO APPLY

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 0204 513 9350 or info@harrisclapham.org.uk

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

*If you think a career with us is right for you, discover more at:
www.harriscareers.org.uk*