

Post Title:	Assistant Principal
Location:	Heanor Gate Spencer Academy
Salary/Pay Range:	L11 – L15
Hours of work:	Full Time
Reporting to:	Principal

Overall Purpose of Post

To support the Principal and Senior Team in the strategic and operational leadership and management of the Academy, promoting its ethos and culture of high expectations and acting as a visible ambassador for the Academy and Spencer Academies Trust.

With other members of the senior and extended leadership team, the Vice Principal will undertake a range of organisational and supervisory duties and to discharge routine leadership functions such as taking assemblies, dealing with student behavioural issues and line managing other staff.

Safeguard students and promote and maintain the safety and wellbeing of pupils and staff at all times

Main Duties and Responsibilities

You will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Leadership and Management

You will play a key role in the overall leadership and management of the academy and should be prepared to lead on one or more of the following:

- Excellent teaching and collaborative planning
- Leading behaviour for learning across the school
- Quality assurance of aspects of the Academy, including direct line management of curriculum leaders
- Curriculum design, timetabling and organisational skills
- Inclusion, including a focus on disadvantaged learners as well as SEND
- Leading and managing whole Academy projects and seeking opportunities for business and other initiatives under Academy freedoms
- Leading and providing training and support for potential leaders, teachers and support staff, SCITT, PGCEs and other trainees
- Student well-being and care and discipline matters are addressed in ways which remain faithful to the ethos and philosophy of the Academy

Teaching and Learning

- Model outstanding practice in terms of planning and preparation, teaching, marking and assessment
- Set high expectations which inspire, motivate and challenge students
- Promote good progress and outcomes by students
- Demonstrate good subject and curriculum knowledge
- Adapt teaching to respond to the strengths and needs of all students
- Plan and teach well-structured lessons
- Make accurate and productive use of assessment
- Manage behaviour effectively to ensure a good and safe learning environment
- Undertake Appraisal and Performance Management for all staff that the post-holder line manages and appropriately manage any underperformance with support from the Trust HR Manager.

Corporate Responsibility

Together with the Principal and Senior Leadership Team:

- Seek opportunities to maintain the Academy at the forefront of educational practice
- Fully exploit the greater degree of autonomy afforded by Academy status for the benefit of students and staff working at the Academy
- Continue to develop the ethos of the Academy and to champion innovation
- Undertake such actions as are necessary to carry out designated whole Academy roles effectively and to a high standard
- Provide a highly effective and efficient service for staff and students
- Use their influence with staff and students to promote high standards and expectations of academic work, behaviour and attitudes within the Academy
- Foster and sustain a culture of enterprise and creativity in all aspects of the Academy's operation
- Contribute to outreach school improvement within The Spencer Academies Trust.

General

- Be a strong and visible leader throughout the Academy
- Work in a professional manner and with integrity and maintain confidentiality of records and information
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding
- Participate in the Trust Appraisal process and undertake professional development as required
- Adhere to all internal and external deadlines
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role
- These above-mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Person Specification	Essential	Desirable
Qualifications and experience		
Qualified Teacher Status	*	
Good Honours degree	*	
Evidence of appropriate professional development	*	
Proven track record of excellent classroom practice	*	
Evidence of successful leadership of a Faculty or section of the school	*	
Whole school responsibility or significant contribution to whole school initiatives	*	
Experience of contributing to effective professional development of staff	*	
In-service training in leadership & management		*
Recognised leadership qualification, i.e. NPQSL, NPQH		*
Knowledge and skills		
A clear educational philosophy	*	
Ability to see the big picture, think strategically and maintain a hands- on approach	*	
Understanding of educational developments	*	
Good knowledge and understanding of pedagogy and how to help students learn, effective learning strategies and the ability to apply this to everyday teaching	*	
Knowledge of Every Child Achieves	*	
Good understanding of effective guidance and pastoral systems	*	
Effective disciplinarian – commands respect e.g. assemblies	*	
Ability to support others with behaviour management strategies	*	
Commitment to and ability to raise achievement for all	*	
Proven track record of raising academic standards, good examination results and delivery against targets	*	
Experience of implementing a range of effective intervention strategies	*	
Able to use data to inform teaching, for target setting and improving performance	*	
Role model as excellent classroom practitioner – capable of delivering consistently good to outstanding lessons, using a range of teaching and learning strategies and using effective behaviour management	*	
A student centred, inclusive, positive, “can do” approach to learning	*	
Proven track record of improving teacher performance	*	
Committed to ensuring excellent standards of behaviour at all times	*	
Good use of new technologies as a tool for learning	*	
Strong emphasis on relevance to the world of teaching	*	
Excellent lesson evaluation skills	*	
Experience of monitoring and evaluating classroom practice through regular observations	*	

