



# Job Description

**Job Title:** Assistant Principal

**Reporting to:** Principal/Vice Principal

**Grade:** L8-L12

## **Purpose of the Post**

To support the Senior Leadership Team of the Academy, working to one or more 'Deeps' areas as assigned by the Academy Principal

To provide proactive support to the Principal / Vice Principals / Governors to ensure that the Leadership and Management of the Academy operates at the most effective level possible

## **Main Duties and Responsibilities**

To contribute to the work of the Senior Leadership Team in accordance with the requirements set out by the Principal. In particular you will be required to play an active part to:

- Ensure the Academy achieves the objectives/targets set out in the Academy Improvement Plan.
- Deliver the Academy objectives in relation to its International Links.
- Embed all elements of the 'Deeps' within the day-to-day workings of the Academy;
- Support the activity of the Academy as a member of the Outwood Family of Schools.
- Constantly promote the personal development of all staff and participate in the work of the Academy to achieve this
- Contribute to the initiation and development of innovatory practice.
- Participate in development, management activities and research.
- Promote equal opportunities at all levels of Academy activity.

We expect you to:

- Be flexible and innovative
- Provide depth to the Leadership Team and assist with the Management of the Academy on a day to day basis but particularly when other members of the Senior Leadership Team are absent or working outside Academy

- Contribute to the development of the Leadership and Management of the Academy via the Senior Leadership Team meetings
- Play an active part in the monitoring of the quality of Teaching and Learning across the Academy.
- Put 'Students first' in everything you do.
- Take responsibility for specific management areas/initiatives /projects.

We will provide you with:

- The opportunity to experience a comprehensive range of leadership and management situations.
- The opportunity 'to shadow' and work closely with other members of the Senior Leadership Team.
- Support, mentorship and coaching in the roles/duties you are asked to perform.
- Constructive and regular feedback on your performance.
- A wide range of experiences to develop/enhance your management and leadership competencies.

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.