

**ASSISTANT PRINCIPAL**

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| **School:****CHS/COA/CPS/EBHS/HHS/SSLT CENTRAL TEAM** | Colchester Academy |
| **Reports to:** | Principal |
| **Salary/Grade:** | Leadership 11-15 |
| **Hours/Weeks** |  |
| **Job Purpose:** | The professional duties of all teachers, (other than the Principal) are set out in the STPC and describe the duties required of all leadership posts. In addition, the requirements of the post of Assistant Principal at Colchester Academy have been set out below |
| **KEY ACCOUNTABILITIES AND RESPONSIBILITIES:****Leadership and Management*** Lead and manage Heads of Subjects and Years (where applicable), establishing a clear ethos and drive for the highest pupil outcomes
* Assisted by the Academic Team, select the appropriate curriculum to support exemplary outcomes in line with National Curriculum
* To be the Raising Standards Leader for the Academy, overseeing intervention and ensuring impact
* Monitor standards including recorded work across the school including reviewing long and medium term planning
* Lead of curriculum and data across the Academy
* Liaise with parents on all matters relating to curriculum choices and setting
* Manage and direct the work of the Data Manager and Exams Officer, designating tasks and offering appropriate support and challenge
* Foster a strong team spirit and take a personal as well as professional interest in the welfare of the heads of Subjects, chairing all Heads of subject meetings
* Working with SLT ensure the highest standards of the teaching and learning in all subject areas and year groups
* Oversee the creation of the timetable with the Data Manager
* Manage the reporting process, as well as the efficient running of parents’ Evenings, in conjunction with SLT
* Oversee the use of Go 4 Schools to ensure consistence in tracking of pupils
* Monitor the Pupil Tracing System, supported by SLT and Data Manager
* Analyse pupil data to ensure students are on track to achieve targets
* Provide SLT with accurate and up to date information on pupil progress
* Support with the creation of the School improvement ad Strategic plans
* Understand and manage issues relating to the organisation, ordering and funding of resources
* Be aware of new developments and advances in the direction of teaching and learning and take an active interest in professional development, leading appropriate sessions where appropriate
* Collation of departmental documentation including whole school and Departmental policy programmes of study, schemes of work and documentation as appropriate
* Production of academic policy documents as appropriate
* To identify and share best practice

**Staff Development*** To carry out the Performance Management Review of Year Leaders and other staff as required.

**Health and Safety*** To ensure the health and safety of staff and students when in the (subject) area.
* To be responsible for carrying out risk assessments in relation to health and safety.

Other* To be sufficiently well organised to ensure that you are seen as a useful role model of effective administration and are perceived as efficient and thorough
* To ensure that any contact with parents is professional, effective and prompt
* Contribute to the upkeep of the whole school handbook and policy documents
* Ensure that all publications are prepared to the highest standards
* To lead professional development sessions as required.

To lead assemblies as required**Additional Duties** As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff. To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations. To carry out such other duties which may be required from time to time, within the grading of the post.  |
| **Professional Behaviour*** To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels
* To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate
* To be friendly, helpful and welcoming to parent/carers and others visiting or making contact with the school
* To provide a good role model for students and staff
* To support and uphold the aims, values and ethos of the school
* To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect
* To maintain an appropriate and professional distance with students in more informal situations
* Use the school’s positive behaviour policy to deal with student behaviour in a manner which is

appropriate to the context* To celebrate and praise the achievements of staff and students
* To deal with students in a manner which conveys mutual respect
* Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way.
* Be smartly and professionally dressed
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| **Miscellaneous*** To continue personal development as agreed at performance review meetings
* To engage actively in the performance review process
* To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate
* To comply with safeguarding policies at all times
* To show a record of excellent attendance and punctuality
* The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

***South Suffolk Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Principal or other nominated person. This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation |