

**JOB TITLE:** Assistant Principal

**ACCOUNTABLE TO:** Principal and the Governing Body

**RESPONSIBLE FOR:** Delivering school development priorities alongside other members of the leadership team

**DATE:** 2025

**Key Requirements and Accountabilities:**

<p><b>Qualities and Knowledge</b></p>	<p><b>Under the overall direction of the Principal:</b></p> <p>Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.</p> <p>Build positive and respectful relationships across the school community.</p> <p>Serve in the best interests of the school’s pupils.</p>
<p><b>Students and Staff</b></p>	<p><b>Under the overall direction of the Principal:</b></p> <p>Create a culture where pupils experience a positive and enriching school life</p> <p>Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life</p> <p>Ensure a culture of staff professionalism</p> <p>Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school</p> <p>Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy</p> <p>Establish and sustain high-quality teaching across subjects and phases, based on evidence</p> <p>Ensure the teaching of a broad, structured and coherent curriculum</p> <p>Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities</p> <p>Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum</p> <p>Promote a culture and practices that enables all pupils to access the curriculum</p> <p>Have ambitious expectations for all pupils with SEN and disabilities</p> <p>Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate</p>

	Make sure the school fulfils statutory duties regarding the <a href="#">SEND Code of Practice</a>
<b>Systems and Processes</b>	<p><b>Under the overall direction of the Principal:</b></p> <p>Establish and oversee systems, processes and policies so the school can operate effectively</p> <p>Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care</p> <p>Ensure rigorous approaches to identifying, managing and mitigating risk</p> <p>Ensure effective use of budgets and resources</p> <p>Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context</p> <p>Make sure these school improvement strategies are effectively implemented</p>
<b>The Self-Improving School System</b>	<p><b>Under the overall direction of the Principal:</b></p> <p>Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance</p> <p>Manage staff well with due attention to workload</p> <p>Ensure staff have access to appropriate, high-standard professional development opportunities</p> <p>Keep up to date with developments in education</p> <p>Seek training and continuing professional development to meet their own needs</p>
<b>Other key accountabilities</b>	<p>Key Stage 4 leadership</p> <p>Strategic leadership of school development priorities to be decided in discussion with the Principal</p>

The Assistant Principal may also be required to undertake other reasonable duties as may be requested by the Principal from time to time.

This job description is subject to the general conditions of service for an Assistant Principal as set out in the School Teachers' Pay and Condition Document. The job description is based on the National Standards of Excellence for Principals.

## Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job profile. You should indicate clearly how you meet these requirements with examples of impact when you fill in your application form and supporting statement.

	Qualifications and experience	Essential (E) or Desirable (D)
1.	Qualified Teacher Status or Qualified Teacher Learning and Skills (QTS or QTLS) (with degree level education or equivalent).	E
2.	Recent senior leadership experience in a relevant sector school.	E
3.	Exemplary classroom practitioner and knowledge of pedagogy.	E
4.	National Professional Qualification for Senior Leadership (NPQSL)	D
	<b>Knowledge and skills</b>	
	<b>Leadership and Management</b>	
1.	A good understanding of the current educational landscape, including the national curriculum.	E
2.	A good understanding of whole school issues and planning, monitoring and evaluation.	E
3.	The ability to identify and evaluate data critical to the assessment of the school's performance and take appropriate action.	E
4.	The ability to maintain good behaviour and discipline to support children's learning and social development.	E
5.	The ability to communicate effectively in writing and orally to a range of audiences.	E
	<b>Management of Teaching, Learning and Assessment</b>	
1.	Demonstrate a thorough understanding of the teaching skills required to achieve high standards and experience of raising pupil attainment and ensuring strong pupil progress.	E
2.	Demonstrate an ability to monitor and evaluate the quality of teaching, learning and assessment with a demonstrable impact on improving students' outcomes.	E
3.	Demonstrate a very good knowledge and understanding of how to provide a broad and balanced education and the widest range of opportunities for all students, including SEND and disadvantaged children, to enable them to achieve their full potential.	E
	<b>Building Partnerships and Developing Self and Others</b>	
1.	The ability to lead and motivate colleagues including the ability to set high and clear expectations, to hold others accountable	E

	for performance and the contributions they make to the school community.	
2.	The ability to work in partnership with Governors, the LA, and other schools.	E
3.	The proven ability to work in partnership with all families to involve them in the education of their children.	E
4.	The proven ability to involve all students in their education and learning.	E
5.	The ability to drive performance whilst effectively challenging underperformance.	E
	Managing the School	
4.	Commitment to safeguarding children and ensuring all members of the community share that commitment.	A, SS, I

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced Disclosure and Barring Service check.