Job Description

Post: Assistant Principal

Purpose

To challenge educational and social disadvantage by working with the Principal and senior leadership team to lead a healthy academy in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Live the mission and values every day.
- Be a highly visible, consistent and supportive presence in and around the academy; serve the staff and students.
- Promote an aspirational culture which motivates everyone to work collaboratively, share knowledge and delivers exceptional outcomes.
- Implement and model strategies that secure high standards of teaching, student behaviour and attendance.
- Strategically lead decision-making and contribute to consultation procedures.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clarity.
- Work to safeguard and protect children in collaboration with other agencies as appropriate.
- Create and maintain an effective partnership with students and families to support and improve students' achievement and personal development.
- Monitor, evaluate and review practice and promote improvement strategies.
- Contribute to the evaluation of the academy's performance and identify next steps.
- Build an effective team.
- Hold self and others to account.
- Manage own workload and that of others.
- Treat team members with equity and respect and be proactive in supporting all team members regardless of their need.
- Take time to listen to the views of team members.
- Endeavour to be able to deputise and backfill functions across the academy.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Participate in, and lead, coaching; work in effective partnership with other leaders in the Trust.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend and lead meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.