

Job Description for Assistant Principal

Job Title:	Assistant Principal
Reporting to:	Vice Principal
Responsible for:	Dependent on individuals specialism

This job description should be read in conjunction with the current United Learning Pay & Conditions Policy and the respective Conditions of Employment (copies available from HR support)

Job Description: All duties and responsibilities should be carried out in accordance with the School Standards and Framework Act and United Learning's policies and procedures.

Role Purpose: To provide the strategic lead for driving improvements in the academy across all departments, to monitor and support Teachers in order to maintain and improve student outcomes. Sharing good practice from within and outside the Academy.

Role Tasks:

- Reporting to the senior leadership team and governors as required to keep them informed on the developments within the area of responsibility.
- To support the Vice Principal in driving improvements within remit across the school.
- Support and develop middle leaders within area of responsibility as necessary.
- Model and exemplify best practice in practice, conduct and within area of responsibility.
- Regularly monitor, evaluate and review the impact within remit, share best practice and address underperformance.
- Fulfil a wider whole Academy responsibility for maintaining day to day high standards and expectations within remit;
- Line-management and performance management of support staff.

The postholder will share responsibility with the Senior Leadership Team for:

- Commitment to safeguarding;
- The strategic vision, direction, planning and ethos of the Academy;
- Providing dynamic, high quality leadership and commitment;
- The monitoring, review, evaluation and reporting of all aspects of area of responsibility;
- Informing the annual Academy improvement planning process;
- Participation in the Performance Management process both as reviewer and reviewee;
- Positively promoting the Academy in the community.

The postholder will:

- Undertake any other reasonable duties and responsibilities that may arise or as directed by the Principal

The role description will be reviewed on an annual basis and any changes deemed necessary negotiated with the postholder.

Competencies, Skills and Experience

The post holder, who will be an excellent subject practitioner and teacher, will clearly understand the rigorous requirement of our profession to be held accountable for the achievement, attainment and progression of each individual student. With a total professional commitment to excellence, the post holder will have demonstrated that he or she has a personal and individual track record in delivering outstanding achievements. The ability to successfully work in partnership with colleagues to plan and teach, driving up achievement and attainment is essential. Strong communication skills are equally important and team working both with staff and students will offer good foundations for the post.

It is anticipated that successful candidate will be a diligent and flexible worker driven by a sense of the social mission of education and a determination that the young people of Carlisle should have an equal access to provision that maximizes their ability to compete for employment, training or higher education on an equal footing with their peers.

Attributes	Priority		Evidence found from		
	Essential	Desirable	Application	Interview	Reference
Evidence of:					
The highest possible standards of personal integrity	✓			✓	✓
A complete commitment to excellence	✓		✓	✓	✓
A determination to lead improvement through change	✓		✓	✓	
High aspirations for students, staff and the organisation	✓		✓	✓	
Leadership abilities with both colleagues and students	✓			✓	
A positive and results focused outlook	✓			✓	
High professional expectations of staff and the organisation	✓		✓	✓	✓
A willingness to take and manage risk	✓			✓	✓
Skills - Evidence of:					
Use of data to inform judgement and actions	✓			✓	
Excellent behaviour management skills	✓			✓	
Support and challenge practice	✓			✓	
Coaching and support of staff	✓		✓	✓	
Excellent communication skills	✓		✓	✓	
The ability to use quality cycles to drive up performance	✓			✓	
Strong persuasive skills	✓		✓	✓	
Strong team working skills	✓		✓		✓
Experience - Evidence of:					
A qualified teacher with a strong track record of teaching experience in an 11-19 environment	✓		✓		✓
Evidence of delivering consistently good progress and exam results	✓		✓	✓	✓
Relevant additional qualifications e.g. M Ed		✓	✓	✓	✓
Evidence of delivering quality improvement	✓		✓	✓	✓
Curriculum planning and development	✓		✓		✓
An assessor for relevant exam board or subject		✓	✓	✓	
Successfully securing improvements in student outcomes	✓		✓	✓	✓
Evaluation, improvement planning and progress monitoring experience	✓		✓	✓	✓