



King's Academy Binfield and King's Academy Oakwood

Job Description Assistant Principal

KGA Leadership L31- 39 (£65,450pa - £71,963pa)

This Job Description may be amended at any time following discussions between the Executive Principal and member of staff, and will be reviewed annually. It is anticipated that the strategic and day-to-day nature of the role will evolve as the academy grows and develops.

Job Purpose

As a member of the Senior Leadership Team, to take on an area of strategic leadership across King's Academy Binfield and King's Academy Oakwood; in line with the Academy Improvement Plan, leading the raising of standards for all students and the mission and values of the academy.

As a key member of the Senior Leadership Team, to work in partnership with the Executive Principal and the rest of SLT to plan, implement, develop, monitor and review all policy and practice within the academy.

Areas of specific responsibility

- Will be decided upon based on specific areas of strength and expertise within the team

Strategic Direction and Development of the Academy (in partnership with, and under the direction of the Executive Principal) to:

- Contribute to the vision, and strategic direction of the academy to ensure improvement;
- Support the creation and implementation of the academy improvement plan within the national, KGA and local context, and to take sole responsibility for appropriately delegated aspects of it;
- Take responsibility for (as part of the SLT) promoting and developing a caring, healthy and productive academy;
- Support the evaluation of the effectiveness of the academy's policies within strategic area of responsibility;
- Play an active and pro-active role as a member of the Senior Leadership Team of the academy;
- Be a role model for good classroom practice;
- Inspire, challenge, motivate and empower others to attain ambitious outcomes;
- Monitor the quality of teaching, learning and student achievement including the analysis of performance data across the academies;
- Work and guide colleagues in the development of teaching and learning;
- Lead CPD: whole academy, team and individual;
- Participate in the development of the twilight and meeting calendar across the academic year;
- Take responsibility for collecting and analysing student tracking and value added data and the line management of the Raising Standards Leaders;
- Ensure oversight of Faculty/Subject/Phase Leader monitoring;

- Play an active and pro-active role as a member of the Senior Leadership Team of the academy;
- Ensure the academy is a data-rich environment which has raising of achievement as one of its core purposes;
- Advise and assist the governors and the trust as required including attendance at meetings and preparation of reports.

As a Teacher to:

- Teach throughout the academy in a manner appropriate to students' ages and abilities;
- Encourage innovation, the development of independent learning, cross-curricular initiatives and the further use of technologies;
- Assess and record students' progress in accordance with faculty/departmental and academy policies;
- Attend and contribute to faculty/phase meetings;
- Develop and share teaching and learning resources;
- Monitor the work and progress of pupils, including those with specific learning needs;
- Maintain professional skills through INSET and our Professional Development programme;
- Explore innovative ways of delivering ICT through the curriculum to enhance teaching and learning.

Behaviour and Achievement:

- To work with parents and students to ensure that the academy is meeting students' academic and social needs;
- To promote and uphold the behaviour and conduct policy;
- To ensure that whole school interventions are in place and based on accurate data;
- To challenge student attendance and persistent absence to meet Academy targets;

Leading and Managing Staff to:

- Support the Executive Principal in developing positive working relationships with and between all staff and provide and sustain motivation;
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes;
- Support the Executive Principal in the implementation of the academy's performance management policy;
- Support the Executive Principal in the implementation of the academy's monitoring and evaluation policy;
- Support all staff in developing a positive ethos and a climate of achievement;
- Ensure that transition is as effective and positive as possible for all groups of students.

Management of Personnel and Resources

- Assist in managing efficiently and effectively the staffing, physical and financial resources, ensuring robust Health and Safety;
- Assist in staffing deployment and appointment opportunities;
- Manage budget and resources appropriately;
- Lead and manage colleagues in their line management and work with senior colleagues to manage all staff effectively, including assisting in implementing a system of performance management in order to ensure the provision of high quality education.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the Academy.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

King's Academy Binfield and King's Academy Oakwood are committed to equality of opportunity. We positively welcome applications from all sections of the community.

King's Academy Binfield and King's Academy Oakwood are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this academy.

April 2023