



Job Description

Position: Assistant Principal

Reporting to: Principal

Pay Scale: L12-16

The appointment of an Assistant Principal is subject to the current conditions of employment for teachers contained in:

- the School Teachers' Pay and Conditions Document (STCPD)
- the School Standards and Framework Act 1998
- the required standards for qualified teacher status
- other current legislation

This job description may be amended at any time following discussion between the Principal and the member of staff, and will be reviewed annually.

Purpose: The successful applicant will assist the Principal in the organisation, management and leadership of the school, undertaking key duties of a senior leader on a regular basis. Assistant Principals are expected to use their initiative and judgement within the school's aims and values, in line with the Academy Performance Agreement and to demonstrate accountability to the Principal.

Main Duties

The School Teacher's Pay and Condition of Service Document sets out details of the roles and responsibilities of the Assistant Principal.

- To be a member of the Senior Leadership Team.
- To be responsible for a major area of school life to be agreed upon appointment. This will involve strategic planning in conjunction with the senior leadership team and responsibility for school-wide implementation of your area. You will be expected to monitor and evaluate and take responsibility for feeding back to the Principal. The focus will be on impact and you will be expected to evaluate impact and to problem-solve until excellence is achieved in your area.
- To contribute to the whole-staff Inset sessions.
- To lead assemblies.
- To line manage a group of middle managers and be a team leader for Appraisal.
- To share responsibility for management and pastoral matters with other members of the Senior Leadership Team.
- To meet with the Senior Leadership Team on a bi-weekly basis, contributing to the meeting and taking part in shaping strategic planning for the school.
- To support the Principal with action planning, budgeting, monitoring and with all issues set out in the current Academy Performance Agreement.
- To be an exemplary teacher, demonstrating a wide range of teaching skills and styles and the ability to meet the needs of all pupils.
- To support the needs of students and staff.
- To support and maintain the aims and ethos of the school.
- To take responsibility for a duty day, ensuring staff undertake their duties and being present at break and lunch to monitor pupils welfare.
- To undertake any reasonable delegated activity from the Principal / Deputy Principal

Specific Duties

- To take responsibility for the academic progress and outcomes of vulnerable pupils and those who face barriers to learning and progress, such as those with SEND, those who are economically disadvantaged, young carers, looked after children, those with mental health issues and medical needs, and others that may be identified.
- To work with the SENCO, teachers, subject and pastoral leaders to ensure, through teaching, intervention and support, that these pupils achieve exceptionally well, and at least as well as their peers.
- Line management of the SENCO.
- Line Management of the Academic Mentor.
- To promote pupil and staff emotional wellbeing and mental health across the school, and to maintain the Wellbeing Award for Schools.
- To commission and direct the work of the counselling team, and to oversee the associated budget.
- To oversee the work of the Unite group.
- To oversee the breadth, quality and student involvement in the extracurricular activities offered by the school.
- To ensure that vulnerable children and those from the groups identified above have full access to extracurricular and students leadership opportunities, and receive an agreed entitlement of cultural capital, by making use of packages such as SOCS and Bromcom, and by managing the associated budget.

Assistant Principal Person Specification

ESSENTIAL	
<i>Selection criteria (no priority order)</i>	Method of Assessment
Qualified teacher status	Application
In possession of a Hons Degree or equivalent	Application
Committed to the highest standards for child protection and safeguarding	Application/reference/interview
Commitment to developing high quality teaching and learning	Application/reference/interview
Commitment to the highest standards of student achievement	Application/reference/interview
Ability to lead change and to judge when there is need for change	Application/reference/interview
Proven excellence as a classroom teacher and middle leader	Application/reference/interview
Ability to work under pressure and prioritise effectively	Application/reference/interview
Ability to work as part of a high performing and effective team	Application/ reference/interview
High order interpersonal and communication skills and ability to relate to a wide cross section of people	Application/reference/interview
A proven record of involvement in whole school issues	Application/reference/interview
Evidence of commitment to your own professional development	Application/interview
Good presentation skills	Application/interview
ICT literate	Application/interview
Personal impact and presence	Reference/interview
A sense of humour and a positive outlook	Reference/interview
Good health and attendance record	Reference
Sufficient pastoral experience / safeguarding knowledge.	Application/interview
DESIRABLE	
Higher degree/professional qualification	Application
Evidence of further professional study	Application
Minimum of two years as a middle leader within secondary age range	Application/reference
Both pastoral and academic experience.	Application

Some experience dealing with aspects of a safeguarding nature.	Application
Some experience delivering staff inset both within and beyond the school setting.	Application/interview
Evidence of effective improvement strategies employed in a range of roles.	Interview
Evidence of supporting the progress and outcomes of vulnerable groups.	Interview / Application