

GARTH HILL COLLEGE - EXAMPLE JOB DESCRIPTION

POST: ASSISTANT PRINCIPAL
RESPONSIBLE TO: PRINCIPAL VIA VICE PRINCIPAL
SALARY: LEADERSHIP GROUP L14 - L18

JOB PURPOSE

- To work in partnership with other members of the Leadership Group in providing high level strategic, management and operational direction and to deputise for the Principal or Vice Principal.
- To provide strategic and operational leadership in one of the College's 'schools' and across the College generally that effectively empowers and develops others to secure excellent service, care and provision for all pupils and their parents/carers.
- To ensure a highly positive culture, ethos and vision exists in the 'school' that aligns with the College's and is shared and accepted by all 'school' staff and pupils.
- To champion the rights of all pupils and their parents/carers in the 'school' and across the College.
- To build positive relationships with all pupils and parents/carers to maximise engagement with the College.
- To set and employ rigorous and exacting standards that will drive the 'school' and the College forward to ensure excellence as standard at every level.
- To effectively plan, monitor, review and evaluate performance in all main responsibility areas, and in any other projects undertaken, taking swift and effective action to address any issues that arise.
- To model outstanding practice in the planning and delivery of your own lessons and be able to demonstrate and share this practice.
- Act as a positive role model to all other stakeholders in the College community in line with the Nolan principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).
- Undertake any other projects / tasks as directed by the Principal, as well as carry out work in the areas of responsibility stated below.

MAIN RESPONSIBILITIES:

- Provide strategic leadership for one of the College's 'schools' and develop a strong ethos based on a shared vision that is accepted by everyone.
- Day-to-day leadership and management of the College supporting the Principal and Vice-Principal with the general running of the College as required and
- Driving improvement in standards and performance across the College, taking swift and effective action to address any underperformance or issues, utilising the College's accountability framework as required.
- Supporting the planning, monitoring, review and evaluation of all provision, performance and outcomes across the College including teaching, learning, curriculum, assessment, personal development, behaviour and welfare etc., taking full account of the views of pupils and parents/carers.
- Supporting the Principal and Vice-Principal with the production of precise and accurate self-evaluation that is formative and contributes significantly to the improvement of the College's 'schools' and the College overall.

Other main responsibilities (*these are indicative only at this stage*):

- Strategic lead for the quality of education (teaching, learning and assessment)
- Strategic lead for literacy and reading (line manager for Literacy Leader)
- BTEC and vocational quality assurance
- Home Learning
- Educational trips and visits and enrichment activities (GH Xtra)
- Line Management: head of faculty, pastoral leader (eg. Head of House), Literacy Leader, Library (LRC) etc.

JOINT RESPONSIBILITIES

- To take shared responsibility for setting and communicating whole college vision, strategic planning and implementation.
- To actively engage in research, thinking and discussion activities relating to leadership and management theory and how this can be applied to education and the College context.
- To participate in the setting and review of targets and implementation of the College Improvement Plan.
- To ensure continuous improvement and the raising of standards of all areas of the College's work including teaching and learning and pupils' and students' achievement.
- Maintaining standards of teaching and learning.
- To promote individual staff development in line with the College's Staff Development Policy.
- To promote equal opportunities and care of pupils.
- To counsel individual members of staff and students on personal development issues.
- To accept overall responsibility for the day to day management of the College
- To share with the SLT in the operational work of the college.

- To share in day to day discipline, emergencies, parent/carer contact, assemblies, governor liaison, public relations and in service training.
- To promote the development of a genuine learning community.
- To represent, and ensure the best presentation of, Garth Hill College in the community.
- To undertake any other tasks as directed by the Principal.
- All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

NOTES

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. As a member of the Leadership Group this post is not subject to directed time limitations attached to other teaching positions outlined in the Teachers' Conditions of Employment.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Employee

Principal

Date

Date