



## **Job description - Assistant Principal**

<b>Role:</b>	Assistant Principal
<b>Responsible to:</b>	Vice Principal
<b>Based at:</b>	Stantonbury School, Stantonbury, Milton Keynes
<b>Hours:</b>	Full Time
<b>Grade:</b>	Leadership Scale L12-17

### **Job context**

The Senior Leadership Team currently comprises the Associate Principal, two Vice Principals, five Assistant Principals and the School Business Manager. Members of the SLT are responsible for whole school improvement priorities as directed by the Associate Principal.

### **Job purpose**

- Members of the leadership team are responsible for the strategic direction of the school and in addressing priorities that are identified in the School Improvement Plan each.
- Responsibilities are subject to change at the discretion of the Associate Principal.
- To support students to achieve their very best through analysis of needs, progress and achievement, and through planning, implementation and evaluation of strategies to ensure continuous school improvement.
- To model the highest standards of commitment and service by contributing to all aspects of school life and by working with staff to ensure colleagues are able to provide the very best for all our students.
- To support the development of both staff and students in working within our values of Respect, Responsibility and Resilience

### **Main responsibilities**

The duties may change over time as requirements and circumstances change. The post-holder may reasonably be expected to undertake other duties commensurate with the level of responsibility from time to time.

The successful candidate will be responsible for a number of aspects of whole school leadership. The exact responsibilities of the post holder will be agreed upon appointment.

This is an exciting opportunity to take on a senior leadership role to shape the vision, culture and direction of Stantonbury School.

All members of the Senior Leadership Team share a responsibility to:

- contribute to the strategic leadership of the school.
- assist the Associate Principal in the general management and development of the school.
- model the highest quality teaching, effective use of resources, and high standards of learning and achievement for all students.
- ensure continuous improvement in teaching and learning in order to secure student progress.
- promote a climate of aspiration and high achievement.
- be a highly visible presence around the school, ensuring the highest standards of behaviour.
- plan, implement and review elements of the School Improvement Plan, leading on agreed responsibilities.
- line manage, support and monitor the work of other managers, sharing in staff development and performance management.
- contribute to the school self-evaluation and present a coherent and accurate account of the school's performance to a range of audiences.
- provide information, advice and support to the Local Governing Body

The Assistant Principal will play a significant role in:

- supporting and developing the ethos and purpose of the School and modelling our values
- working in a cohesive, supportive and forward-thinking team of leadership team colleagues which shares an ambitious vision to transform education at Stantonbury School
- modelling the importance of research and evidence as a basis for strategic developments within areas of designated responsibility
- establishing and monitoring the policies through which the aims and objectives will be achieved.
- upholding and modelling the highest personal and professional standards
- leading by example through continuous professional learning and development
- managing staff and resources effectively
- managing staff performance issues and allegations where appropriate
- leading and taking responsibility for whole school events and projects as directed.

The Assistant Principal will be expected to meet the professional duties of all teachers (School Teachers' Pay and Conditions Document) summarised as follows:

### **Teaching and Learning**

1. under the reasonable direction of the Associate Principal to carry out the professional duties of a schoolteacher and adhere to all aspects of the Teachers' Professional Standards
2. a commitment to ensure the effective implementation of the school's Safeguarding and Child Protection Policy
3. to maximise progress for all classes taught by you.
4. to teach your subject(s) at Key Stage 3, 4 and, if appropriate, in the Sixth Form
5. to teach in line with faculty and School policies on e.g. assessment, teaching and learning, homework, student behaviour
6. to contribute to learning opportunities within the formal and extended curriculum
7. to ensure student progress against prior attainment, at least in line with national averages and progress targets
8. to contribute to the profile of your teaching subject(s) within the School.
9. to be responsible for a classroom or teaching area and its impact on learning (e.g. through superb displays) and the organisation of learning resources for yourself and within your department
10. to regularly review and evaluate teaching and learning in lessons and across schemes of work.
11. to enhance learning in your subject area(s) through use of Information and Communication Technology as a teaching and learning tool
12. to involve parents in behavioural issues in line with School policies
13. to ensure the effective and efficient deployment of classroom support
14. to work as a member of designated teams and to contribute to the building of teams within the School.
15. to take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

## **Curriculum and Assessment**

16. to plan appropriate lessons to meet the learning needs of all students including those of:
  - a. the higher prior attaining,
  - b. Looked After Children,
  - c. of EAL and 'groups within groups' students and
  - d. of those students with Special Education Needs or who are Pupil Premium
17. to evaluate and review lesson plans.
18. to contribute to the planning of Subject Schemes of Learning
19. to create and manage resources for the teaching of lessons.
20. to assess students' work and progress against their prior attainment, progress in other subjects and against national norms in line with faculty and School policies
21. to use assessment to inform curriculum planning, teaching and learning.
22. to assess accurately to help students meet their Target Grades
23. to act on feedback from examination boards on the quality of marking, moderation and assessment

24. to assess students', work accurately and regularly with good quality feedback on how to improve, given in a variety of ways.
25. to work within School curriculum policies on key themes e.g. Citizenship, Enterprise, Literacy, Work Related Learning, British Values and Prevent agenda.
26. to inform and involve parents in their children's learning in line with School policies and procedures.

### **Continuous Professional Development (CPD)**

27. to take responsibility for personal CPD needs within the School's Appraisal framework.
28. to monitor the impact of CPD on your own teaching and learning
29. to seek advice and support within School policies
30. to be familiar with and contribute to the School Improvement Plan and School Self Evaluation systems.

### **Management Information and Its Use**

31. To maintain appropriate records and to provide relevant accurate and up to date information.
32. To complete the relevant documentation to assist in the tracking of students.
33. To track student progress, analyse data and use information to inform teaching and learning, on time and as per the School calendar of assessment, with all deadlines met on time

### **External Communication**

34. To take part in Open Evening, Information Evenings, Parents' Evenings, Subject Teacher Meetings and liaison events with partner schools
35. To contribute to the development of effective subject links and other links with external agencies
36. To contribute to extra-curricular activities, and to support them with attendance, where possible

### **Other**

37. To comply with "Health and Safety" at Work legislation
38. To undertake School duties in line with School policies and procedures
39. To cover lessons and registration sessions for absent colleagues in line with the School Cover Policy, based on the concept of rarely cover, and in exceptional circumstances.
40. To attend assemblies as required
41. A commitment to ensure the effective implementation of the School's Safeguarding and Child Protection Policy
42. To comply with any other reasonable requests from the Associate Principal when there are exceptional circumstances.

43. To undertake such duties as may from time to time be reasonably assigned by the Associate Principal

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description, but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

Applications are by application form and covering letter.  
Please send to [recruitment@stantonbury-tove.org.uk](mailto:recruitment@stantonbury-tove.org.uk)

Deadline Noon on Friday 20<sup>th</sup> June 2025  
Candidates may be interviewed prior to the deadline.

**Person specification**

<b>Relevant experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>How evidenced</b>
At least 7 years of highly successful teaching experience	✓		A I
At least 3 years of middle leadership experience with significant line management responsibility	✓		A I
Implementing improvement plans, identifying priorities and evaluating impact	✓		A I
Using information to increase attainment and identify effective interventions to ensure students make progress	✓		A I
Work in more than one school		✓	A
<b>Knowledge and understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>How evidenced</b>
Well informed about current developments and initiatives in education	✓		A I
Understanding of use of data to monitor student progress and assessment tools to monitor teaching and learning	✓		A I
Understanding of barriers to learning, ways of motivating people and strategies to address underachievement	✓		A I
<b>Education and training</b>	<b>Essential</b>	<b>Desirable</b>	<b>How evidenced</b>
Honours degree	✓		A
Qualified Teacher Status	✓		A
Further relevant professional training including evidence of preparing for senior leadership	✓		A I
Further study, e.g. NPQs		✓	A
Designated Safeguard Lead training		✓	A I
<b>Professional skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>How evidenced</b>
Ability to make and sustain excellent relationships and build rapport with all stakeholders, promoting the school's vision and values	✓		A I
Excellent leadership skills, adaptable and flexible, holding people to account and getting the best out of others	✓		A I
Demonstrating consistently good and outstanding classroom practice	✓		A I
Ability to make and implement difficult decisions	✓		A I
Strong communication skills orally and in writing in order to work with different audiences and report effectively	✓		A I

A – Application form I – Interview R – Reference