

**Job Description**

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| **Post Title:** | **Assistant Principal** |
| **Purpose:** | To provide strong leadership for the exceptional provision and outcomes in Bacon’s College. To take responsibility for a key strategic area(s) of the College, to be decided on appointment. |
| **Reporting to:** | **Principal** |
| **Strategic direction and development of the school** | * To work within the Senior Leadership Team to develop the overall direction of the College. * To keep up to date with current issues in teaching and learning and in school improvement, and to share this with staff. * To work in partnership with the Principal and members of the SLT in the cycle of planning, implementation, review and evaluation of the School Improvement Plan. * To monitor and evaluate the impact of the policies, practices, targets and priorities in the College, identifying developments needed and working with the Principal and SLT to achieve them. * To contribute to the setting of highly ambitious targets for pupils and staff, and to be accountable in their delivery. |
| **Teaching, Learning and Assessment** | * To be an excellent role model for all staff in all aspects of classroom practice. * To teach pupils across the age range * To lead improvements in T&L across assigned curriculum areas * To play a major role in the development of high-quality teaching, learning and assessment, in particular through coaching and training. * To support the delivery of a rigorous curriculum. * To help to ensure that all the students are able to learn and make exceptional progress. * To ensure that assessment and moderation processes lead to excellent learning for students, and meet all statutory and other requirements. * To seek ways of sharing good practice and to ensure dialogue about teaching and learning amongst school staff. * To ensure curriculum policy development is focussed on continuous improvement. * To set rigorous targets for assigned curriculum areas, support staff in achieving them and challenge underperformance where necessary |
| **Leadership and Management** | * To contribute to the implementation of British Values. * To value and transmit the importance of our Christian ethos. * To share in and support the leadership of the College and to bring out the potential for leadership in others. * To challenge and support others in developing professionally, both formally and informally. * To act as a coach and/or line manager to staff where appropriate and to organise induction. * To help lead the College through external accreditations where appropriate. * To ensure own continuing professional development including attending training opportunities. * To organise and lead INSET and workshops for parents/guardians as appropriate. * To work within the SLT to present an accurate and coherent account of the College’s performance to a range of audiences, enabling them to play their part effectively. * To be able to stimulate students and colleagues through a positive, active and supportive attitude. * To organise opportunities for pupils, and to lead assemblies where appropriate. * To rigorously monitor the impact of improvement strategies and refine as appropriate. |
| **Pastoral Care** | * To help promote and safeguard the welfare of all students. * To promote self-discipline, high standards of behaviour and positive attitudes on the part of all students and to implement policies and procedures to foster them. * To ensure that a high standard of care and good order for all students is maintained through the development and implementation of behaviour systems. * To support and further College’s distinctive Christian ethos * To promote Fundamental British Values at all levels |
| **Communication and Community Links** | * To fully support the life and work of the College. * To develop and maintain positive and effective professional relationships with colleagues, parents, the local community and Governors. * To ensure that parents and pupils are well informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement. |
| **Other** | * Undertake and when required, deliver or be part of the appraisal system and relevant training and professional development. * Undertake other various responsibilities as directed by the Principal. * Support the delivery of extracurricular opportunities as appropriate |
| **Culture** | * Support the College’s values and ethos by contributing to the development and implementation of policies practices and procedures. * Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships. * Help develop a school culture and ethos that is utterly committed to achievement. * To be active in issues of student welfare and support. * Support and work in collaboration with colleagues and other professionals in and beyond the College |

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| 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  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers  Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students |
| This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title |

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| *I confirm that I have read and understood the details contained within this job description.*  *I understand that by signing this document, I agree to the terms and conditions contained within it.* | |
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| **Signed**  **Print Name** |  |
|  |  |
| **Dated** |  |