

JOB DESCRIPTION

Job Title	Assistant Principal
Responsible to	Vice Principal
Hours:	Full Time
Salary:	L8 – L14

MAIN PURPOSE OF THE JOB

- To take responsibility for the leadership and management of a variety of whole school areas
- To line manage designated staff
- To share responsibility for the daily administration and management of the school
- To contribute to the all-round success of the school
- To promote and be involved in the wider life of the school community

KEY RESPONSIBILITIES

Leading/Managing Policy:

- Contribute as a member of the Leadership Team to the development of the strategic direction of the school
- Lead on specific whole school initiatives
- Monitor, review and evaluate the work of teams and individuals in the context of school policies and plans
- Implement and support behaviour management systems in line with school policies
- Support Governors in their policy development and monitoring roles by servicing sub-committees and Governor meetings as necessary
- Ensure that policies and practices are inclusive.

Leading/Managing People

- Have a visible presence around the school during the day
- Advise the Principal and Leadership Team on staffing appointments
- Establish, lead and chair, as necessary, meetings of groups of staff
- Take a full and committed part in your own performance management, as well as those of your team
- Set performance appraisal review and development objectives for an agreed group of staff and to monitor performance against those objectives in line with school policy
- Advise the Leadership Team of the performance of staff, ensuring that good practice is recognised and praised and that any potential areas for development can be managed
- Provide advice and guidance for staff in terms of their development within the profession

- Assist with the effective induction of new staff, as required
- Undertake regular whole school assemblies throughout the year
- Be seen as a role model in terms of teaching, innovation, commitment and the positive impact upon children's lives and education.

Managing Resources:

- Manage budgets for your areas of responsibility.
- Monitor health and safety practice and report any issues to relevant staff
- Monitor the management of accommodation and resources, in order to promote the creation of a stimulating learning and teaching environment

External Relations:

- Represent the school and its interests in meetings and other relationships with parents, members of the community, the DfE and a wide range of organisations and agencies
- Participate and play a lead role in planning for designated major school events such as Open Evening and other major school events
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Line Management:

- The line manager will be identified on appointment and will carry out the post holder's performance appraisal.
- Formal line management meetings will take bi-weekly
- The Assistant Principal will also report to the relevant Subject Leader for their teaching responsibilities.

Supervision:

- The majority of this work will be undertaken with minimum supervision. Matters of policy are discussed as the need arises with the line manager by whom work is also monitored.

Safeguarding Children:

- The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification
- All posts in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checking process.

Additional Information:

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required

to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Baylis Court Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.